



# BENJAMIN LEE

Casting Associate

✉ support@qwikresume.com

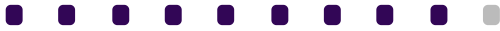
☎ (123) 456 7899

📍 Los Angeles

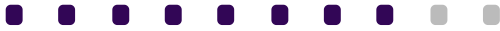
🌐 www.qwikresume.com

## 💡 SKILLS

Talent Coordination



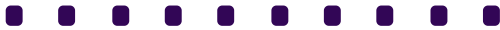
Talent Evaluation



Attention to detail



Organizational skills



Time management



## 🎯 INTERESTS

💻 Technology 🧘 Yoga

🏠 Architecture 🎨 Art

## 👊 STRENGTHS

⚙ Positivity ⚡ Agility

💖 Sincerity 👍 Confidence

## 🗣 LANGUAGES



English



Spanish



Japanese

## 🌟 ACHIEVEMENTS

🌟 Successfully cast over 50 projects, enhancing overall production quality.

🌟 Streamlined audition logistics, reducing scheduling conflicts by 30%.

## 👤 PROFESSIONAL SUMMARY

With a decade of experience in casting, I specialize in talent acquisition, audition logistics, and team collaboration. My proven ability to connect with agents and streamline casting processes ensures optimal talent selection. I am dedicated to enhancing production quality through innovative strategies and effective communication, ultimately driving successful project outcomes.

## 💼 WORK EXPERIENCE

Casting Associate

📅 Apr / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Conducted outreach to recruit participants for various reality shows, ensuring diverse representation.
2. Evaluated and interviewed candidates, selecting top talent for casting consideration.
3. Managed auditions and coordinated deliverables for film and television projects.
4. Organized casting sessions, including meetings and conference calls for multiple projects.
5. Maintained comprehensive databases of actors and submissions, ensuring accuracy and accessibility.
6. Uploaded casting session materials promptly to facilitate decision-making.
7. Collaborated with creative teams to align casting choices with project visions.

Casting Associate

📅 Apr / 2015-Apr / 2018

Crescent Moon Design

📍 Portland, OR

1. Identified and sourced qualified candidates for diverse shows through networking and research.
2. Conducted thorough outreach efforts to attract top talent for auditions.
3. Supervised office organization, ensuring efficient filing and documentation processes.
4. Tracked critical data throughout the casting process, providing insights for decision-making.
5. Assisted producers in casting interviews by preparing equipment and taking detailed notes.
6. Reviewed potential cast submissions, providing recommendations for follow-up.

## 🎓 EDUCATION

Bachelor of Arts in Film and Media Studies

📅 Apr / 2012-Apr / 2015

University of California, Los Angeles

📍 Denver, CO

Focused on film production, casting, and media analysis.