

# sample resume form

**Sandra Tines**  
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**PROFESSIONAL SUMMARY**

Experienced Casting Assistant with strong skills in organization and scheduling. Adept in reviewing submissions, maintaining files and keeping up with pop culture trends. Specialty in casting for films and television.

**HIGHLIGHTS**

- Internet skills
- 100 WPM typing
- Video editing
- Facilitate auditions
- Wide knowledge of film, television and music videos
- Organized
- Strong phone communication
- Facilitate auditions

**WORK EXPERIENCE**

February 2012 to March 2015 Nue Entertainment—New Cityland, CA Casting Assistant

- Coordinated casting sessions and conference calls.
- Arranged auditions between actors and casting directors.
- Facilitated communication between talent and casting directors.
- Maintained files of active searches for role fulfillment.
- Edited videos with professional software.

February 2007 to December 2011 Sunset Casting—Vineland, CA Casting Assistant

- Wrote script coverage.
- Developed descriptions in scripts sent to office.
- Compiled lists of suitable talent for roles currently in development.
- Met with filmmakers to determine which type of talent was necessary.
- Reviewed resumes and headshots of potential talent.
- Called and researched agents to work with potential talent.
- Operated video camera and sound equipment.
- Answered phones, sent faxes, typed emails.

**EDUCATION**

2006 University of California, New Cityland, CA Bachelor of Arts, Film Studies

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