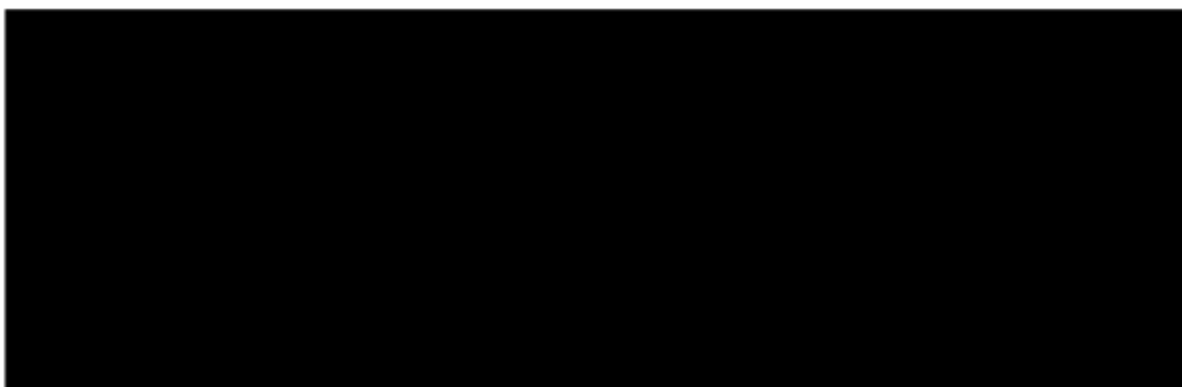


- Created term sheets and worked with in house General Counsel on new licensee deals.



- Represented the CEO by welcoming visitors, reviewing correspondence; arranging company dinners and other corporate functions; answering questions and meeting requests directed to the CEO.



07/06 -



- Organized investor luncheons and company parties.
- Oversaw the remodeling of the new office space.



- Collaborated with senior director to determine client's message.
- Organized fittings and prepped all wardrobe; scheduling; met strict deadlines.
- Heavy phone contact and interaction with clients and cast.



***SKILLS:***

- WORD, EXCEL, POWERPOINT, OUTLOOK, INTERNET, BLACKBERRY AND ALL ONLINE SOCIAL NETWORKING WEBSITES
- RELIABLE, CONSISTENT & HARD WORKING
- SUPERIOR COMMUNICATION SKILLS AND METICULOUS ATTENTION TO DETAIL
- DESIRE TO LEARN & DEVELOP NEW SKILLS
- EXCEPTIONAL ORGANIZATION & ANALYTICAL SKILLS