

From the Desk of...

TO DO LIST

TASK

DATE COMPLETED

✓ 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

- ✓ Strategically coordinated the wardrobe for all talent based on set design, storyboard, and client's image
- ✓ 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



<i>SKILLS TO USE IN OFFICE AND EVERYDAY: MINUTE, I NEED TO.....</i>	<i>WHEN I HAVE A</i>
* RELIABLE, CONSISTENT & HARD WORKING	* HAVE
FRIENDS OVER FOR A DINNER PARTY	
* METICULOUS ATTENTION TO DETAIL	* GO TO
APPLE STORE TO BUY A NEW LAPTOP	
* DESIRE TO LEARN & DEVELOP NEW SKILLS	* FINALIZE
DETAILS FOR TX/OU WEEKEND	
* EXCEPTIONAL ORGANIZATIONAL & ANALYTICAL SKILLS	* SHOP FOR
BABY PRESENTS.... 5am EQUINOX	