

From the Desk of... [REDACTED]

## TO DO LIST

[REDACTED]

TASK	DATE COMPLETED
[REDACTED]	

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

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

[REDACTED]	07/06 -
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[REDACTED]
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✓ Organized investor luncheons and company parties  
✓ Oversaw the remodeling of the new office space

[REDACTED]
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- ✓ 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

**SKILLS TO USE IN OFFICE AND EVERYDAY:  
MINUTE, I NEED TO.....**

- \* RELIABLE, CONSISTENT & HARD WORKING
- FRIENDS OVER FOR A DINNER PARTY
  - \* METICULOUS ATTENTION TO DETAIL
- APPLE STORE TO BUY A NEW LAPTOP
  - \* DESIRE TO LEARN & DEVELOP NEW SKILLS
- DETAILS FOR TX/OU WEEKEND
  - \* EXCEPTIONAL ORGANIZATIONAL & ANALYTICAL SKILLS
- BABY PRESENTS.... 5am EQUINOX

**WHEN I HAVE A**

- \* HAVE
- \* GO TO
- \* FINALIZE
- \* SHOP FOR