

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position Applying For: <i>Admin Asst.</i>	Name (Last, First, Middle): <i>Canale, Jessica</i>	Other names under which you have attended school or been employed:	
City, State & Zip: <i>Denver, CO 80218</i>		Email: <i>jessica.canale@hotmail.com</i>	
Social Security Number: <i>055-68-2362</i>	Home Phone:	Cell Phone: <i>310-975-9497</i>	
Are you eligible to work in the United States? <small>We participate in the E-Verify program.</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Are you applying for:	<input checked="" type="checkbox"/> F/T <input type="checkbox"/> P/T		
Do you have any responsibilities or commitments that will prevent you from working the required schedules or anticipate any absences from work on a regular basis?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, please explain:	
Have you ever been convicted of any law violations (excluding minor traffic)? Please include any plea of guilty or no contest. <small>Answering yes is not automatic grounds for disqualifications. Any offer of employment will be subject to a successful background investigation.</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, please explain:	
Have you in the past 7 years or are you currently in the process of filing bankruptcy? <small>Answering yes is not automatic grounds for disqualification. Candidates may be subject to a credit check.</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
How did you learn about this employment opportunity at Nationsearch Staffing Solutions? Check all that apply: <input type="checkbox"/> Job Bulletin (Posting) <input checked="" type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School: <i>Totenville</i>	<i>Staten Island, NY</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<i>2000</i>	<i>Regents Diploma</i>	<i>N/A</i>
College: <i>Binghamton Univ.</i>	<i>Binghamton, NY</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<i>2004</i>	<i>BA</i>	<i>English Lit.</i>
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

Microsoft Office Suite, Adobe Photoshop + Illustrator, Multi-line phones, typing (55 WPM)
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WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: Nationsearch Staffing Solutions reserves the right to contact all employers for reference information. However, current employers will not be contacted without written consent from applicant.

Dates Employed (most recent position) From: 1/2011 To 2/2011	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: Makeup Assistant
Organization Name: "In the Hive" movie production		
Supervisor's Name & Title Janice Tunnell Head Makeup	Phone #: 410-913-8497	
Primary duties: Assist makeup department on film production	Reason for Leaving: Project ended	

Dates Employed (most recent position) From: 3/2009 To 4/2010	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: Coordinator, Mobile Bus. Operations
Organization Name: IGN Entertainment		
Supervisor's Name & Title Elias Slater, Director, Mobile	Phone #: 310-969-7000	
Primary duties: Mobile app design, marketing, and advertising	Reason for Leaving: Position relocated to San Francisco	

Dates Employed (most recent position) From: 2/2007 To 3/2009	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title: Coordinator, Mobile Bus. Operations
Organization Name: FOX Interactive Media		
Supervisor's Name & Title Chandra Hill VP, Mobile	Phone #: 310-969-7000	
Primary duties: Marketing, reporting, and design		Reason for Leaving: Began working with IGN (Fox brand) exclusively.

ALL OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON SATISFACTORY PROOF OF IDENTITY AND LEGAL ABILITY TO WORK IN THE U.S

I authorize Nationsearch Staffing Solutions and Corporate Management Group, herein after know as NSS/CMG, to use the information and statements contained in this application to determine my qualifications for employment. I authorize NSS/CMG to make inquiries of my former employers, exception as indicated in this application regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by certain clients of NSS/CMG. This may include but is not limited to investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by NSS/CMG policies.

I release NSS/CMG and other persons or entities from any claims that might be based on NSS/CMG decision to conduct a background check.

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures on NSS/CMG and the client to which I am placed.

Applicant Signature: Jessica Canale Date: 3/21/2012

Printed Name: Jessica Canale

IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION

Name: Jessica Canale

Address: 1442 Humboldt Street #3, Denver, CO 80218

Home Phone: 310-975-9497

Person(s) to contact in case of an emergency on the job (in order of preference):

1. Name: Alex Kubal

Phone (work): _____

Phone (home): 650-704-6881

2. Name: Kevin Baird

Phone (work): _____

Phone (home): 417-496-1689

Additional information you want Employer Solutions Group and our clients to know in the event of an emergency:

PLEASE READ CAREFULLY
APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Nationseach Staffing Solutions, (hereinafter called "the Company"),

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to retain an employee Nationsearch Staffing Solutions, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by written instrument signed by the Owner/Managing Member of the Company. Both the undersigned and Nationsearch Staffing Solutions may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures, and such changes may include reduction of benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the Company permission to contact, schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of your application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

Nationsearch Staffing Solutions

Employment Guidelines

Once your placement has been made, you will likely be filling a position that will require your immediate attention. Our client will, therefore, be counting on your complete cooperation and professionalism. Nationsearch Staffing Solutions (NSS) asks that you adhere to the following Employment Guidelines:

- If you are unable to report to work or anticipate being late for any reason, please call both the Client Company and NSS immediately. If you call outside business hours, please leave a voicemail message.
- All personal phone calls (texting) and personal computer use should be kept to a minimum. Please refrain from any social media interaction on company time. Misuse of these privileges will likely force the client to end your placement.
- Your hourly rate of pay should never be discussed with fellow co-workers. All salary issues should be discussed exclusively with NSS.
- Tardiness and absenteeism must be kept to a minimum. This is the #1 reason clients end placements.
- It is expected that you show up to work dressed in professional attire. Please pay particular attention to the dress code enforced by our client's company. No tank tops, halter tops, or tube tops. Skirts must be a professional length. No mini-skirt or micro-mini. If jeans are permitted be sure they are clean and free of rips and/or tears. Hair must be clean and professional in style.
- While we at NSS appreciate your individual sense of style our, clients may have a policy in place that requires all tattoos to be covered and piercings to be removed. In this regard, we ask that you respect the guidelines set forth in our client's dress code.
- Should you need to end your placement please provide NSS with 2 weeks notice.
- It is expected that you adhere to all rules and regulations set forth by NSS as well as those set by the client company.

Payroll Process

- NSS employees will complete a timesheet on a weekly basis. These timesheets MUST be signed by your Supervisor.
- NSS employees will submit their hours to payroll@nationsearchstaffing.com NO LATER THAN THURSDAY end of business for Friday processing.
- Checks will be delivered via direct deposit from Capital Management Group every Friday.

Signed: Jessica Canale

Date: 3/21/12

NATIONSEARCH STAFFING SOLUTIONS

CONFIDENTIALLY AGREEMENT

In consideration for employment by Nationsearch Staffing Solutions (NSSS) on assignment to NSSS clients, I hereby agree never to communicate, divulge, use or disclose, directly or indirectly, for my own behalf or for the benefit of another, any confidential business information or trade secrets with which I may come in contact during the course of my employment duties with NSSS. I understand and agree that this Agreement shall survive any termination of assignment and/or employment and that any violation of this Agreement is considered a serious offense and may result in termination of employment and/or liability for civil damages.

Employee Signature: Jessica Canale

Printed name of Employee: Jessica Canale

Date: 3/21/12

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last <u>Canale</u>	First <u>Jessica</u>	Middle Initial <u>R</u>	Maiden Name
Address (Street Name and Number) <u>1442 Humboldt Street</u>		Apt. # <u>3</u>	Date of Birth (month/day/year) <u>12/6/82</u>
City <u>Denver</u>	State <u>CO</u>	Zip Code <u>80218</u>	Social Security # <u>055-68-2362</u>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien #) _____

An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employee's Signature: Jessica Canale Date (month/day/year): 4/11/12

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		<u>Driver License</u>		<u>Social Security Card</u>
Issuing authority: _____		<u>California</u>		<u>Dept. Health + Human Services</u>
Document #: _____		<u>D8453195</u>		<u>055-68-2362</u>
Expiration Date (if any): _____		<u>12/6/2015</u>		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>CMG 12000 N. Washington St. Suite #290, Thornton, CO 80241</u>		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on IRS.gov for information about Form W-4, at www.irs.gov/w4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u>1</u>
B	Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	B	<u>1</u>
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	_____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child	G	_____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u>2</u>

For accuracy, complete all worksheets that apply.
 • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
 • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
 • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Allowance Certificate	OMB No. 1545-0074 2012
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		
1 Your first name and middle initial <u>Jessica R.</u>	Last name <u>Canale</u>	2 Your social security number <u>055-68-2362</u>
Home address (number and street or rural route) <u>1442 Humboldt Street #3</u>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code <u>Denver, CO 80218</u>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	5 <u>2</u> 6 \$ _____
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶ <u>Jessica R. Canale</u>		Date ▶ <u>5/25/12</u>
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) <u>CMG 12000 N. Washington St. Suite #290, Thornton, CO 80241</u>	9 Office code (optional)	10 Employer identification number (EIN)



11160 Huron St., #100, Northglenn, CO
Toll Free 800-827-9550
www.NationSearchStaffingSolutions.com

Sick Leave Policy

All employees assigned to LenderLive are entitled to 8 hours of Sick Leave per month beginning the first of the month following date of employment. To earn the 8 hours of Sick Leave you must work a full 40 hour week, each week. Anyone who works less than 40 hours a week, will accrue a percentage of the 8 hour monthly allowance.

Any unused accrued Sick Leave will be forfeited if not used by the last day of your anniversary month. Sick Leave cannot be carried over to the next year.

Upon your assignment ending at LenderLive, you will not be paid for any accrued Sick Leave.

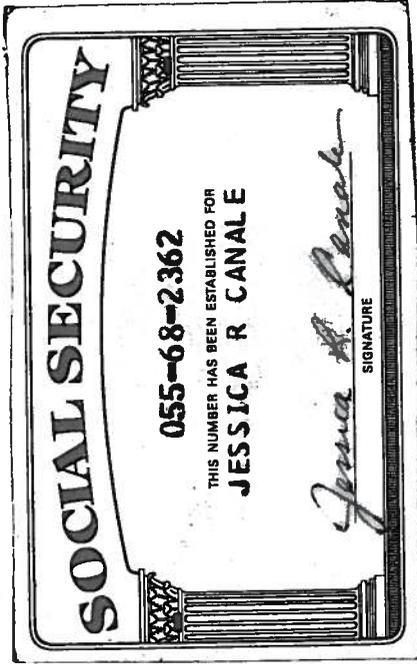
The pay rate for Sick Leave is \$12.00 an hour for all positions and shifts, regardless of your actual pay rate.

5/25/12

Date

Jessica Canale

Employee



**Forensic Laboratories**

4895 Joliet Street, #7G

Denver, CO 80239

303-469-8042

Dr. James Ruth, DABFT, Lab Director

www.forensiclaboratories.com

Client Name: Jessica R Canale**DOB:** 12/6/1982**Specimen:** 4291123**Reference:** 068265**Requested By:****Agency:** NationSearch Staffing Solutions**Test Reason:** Pre-Employment**Type (Matrix):** Urine**Collected By:** J. Chatigny**Collected:** 05/25/2012 11:08 AM**Received:** 05/25/2012 03:14 PM**Reported:** 05/29/2012 09:02 AM

MEDICATIONS:

INITIAL SCREENING RESULTS

TEST	RESULT	OUTCOME	METHOD	CUTOFF	CERTIFIED
Amphetamine Screen		NOT DETECTED	EIA	1000 ng/mL	S. Harvey
Barbiturates Screen		NOT DETECTED	EIA	200 ng/mL	S. Harvey
Benzodiazepines Screen		NOT DETECTED	EIA	200 ng/mL	S. Harvey
Cocaine Metabolite Screen		NOT DETECTED	EIA	300 ng/mL	S. Harvey
Opiates Screen		NOT DETECTED	EIA	2000 ng/mL	S. Harvey
Methadone Screen		NOT DETECTED	EIA	300 ng/mL	S. Harvey
Phencyclidine Screen		NOT DETECTED	EIA	25 ng/mL	S. Harvey
Cannabinoids Screen		NOT DETECTED	EIA	50 ng/mL	S. Harvey
Ethanol Screen		NOT DETECTED	EIA	0.05 g/dL	S. Harvey
Propoxyphene Screen		NOT DETECTED	EIA	300 ng/mL	S. Harvey

VALIDITY TESTING

TEST	RESULT	OUTCOME	METHOD	CUTOFF	CERTIFIED
Creatinine	55.9 mg/dL	IN RANGE	EIA	20 - 400 mg/dL	S. Harvey

Comments

LC/MS/MS or GC/MS confirmation of a positive screen is strongly recommended if legal action is anticipated.

WORK EXPERIENCE**IGN Entertainment, Beverly Hills, CA****Mar. 2009 – Apr. 2010***Coordinator, Mobile Business Operations*

- Assisted in UI development and design of the IGN iPhone App, Rotten Tomatoes iPhone App, IGN, and AskMen mobile sites
- Created wireframes, mock-ups, and final assets for mobile product launches
- Worked with internal and external teams to identify, define and execute mobile advertising and marketing strategies
- Managed creative rotation, ad inventory, and reporting for mobile products
- Assisted and educated sales teams to create new mobile sales opportunities from campaign conception to completion

FOX Interactive Media, Beverly Hills, CA**Feb. 2007 – Mar. 2009***Coordinator, Mobile Business Operations – Dec. 2007 – Mar. 2009*

- Coordinated approval of marketing materials for all FIM Mobile brands, including MySpace, Photobucket, FOX Sports, and IGN
- Provided reporting and analytics for mobile sites
- Designed assets for mobile sales clients, including banner creative and individual mobile sites

Executive Assistant to SVP & GM, Mobile – Feb. 2007 – Dec. 2007

- Coordinated and scheduled meetings with various internal and external contacts, as well as managed daily appointments
- Arranged extensive travel for team, including air, hotel, ground transportation
- Compiled detailed travel plans, itineraries and documents for travel meetings
- Assisted mobile business operations team with budget tracking, conference planning, and handset inventory management

Industry Entertainment Partners, Los Angeles, CA**Jun. 2006 – Oct. 2006***Assistant to Covering Talent Managers*

- Provided coverage for feature and television projects
- Submitted clients for projects and maintained appointment schedules
- Managed multiple calendars and phone sheets for managers and clients

Nine Yards Entertainment, Beverly Hills, CA**Feb. 2005 – Jun. 2006***Assistant to Partner / Assistant to Covering Managers / Receptionist / Office Manager*

- Managed multiple calendars and phone sheets for managers and clients
- Covered multi-line phones for managers and main office line
- Organized and maintained client materials and office supplies
- Implemented and supervised summer internship program

KONK Productions, Los Angeles, CA**Feb. 2005***Set Production Assistant*

- Various on and off-set errands during a 6-day, 7 commercial shoot for Albertsons

EDUCATION

BINGHAMTON UNIVERSITY, Binghamton, NY
B.A., English, concentration in Creative Writing, 2004

PROFICIENCIES

Computer: Mac OSX, PC, Microsoft Office (Excel, Word, Outlook, Power Point), Adobe Photoshop, Adobe Illustrator.

Other: Typing (55 wpm), multi-line phones

INTERVIEW QUESTIONS:

What circumstance brings you here today?

How would your best friend describe you?

What would you say are your 2 greatest weaknesses?

What are your short and long term goals?

What are 3 goals that you have achieved in the past year?

What type of work environment do you prefer?

*admin, fast paced, casual, diverse
professional*

What is your typical way of dealing with conflict?

What tools or habits do you use to keep organized?

Tell me about a time when you had to go above and beyond to get a job done.

What was a major obstacle you were able to overcome in the past year?

In what ways do you raise the bar for yourself and others around you?

Tell me about two memorable projects, one success and one failure. To what do you attribute the success and failure?

What unique experience or qualifications separate you from other candidates?

Where do you see yourself in five years?

Tell me why you are the best candidate for the job based on what you know about your shortcomings.

Give me an example of how you turned adversity into a moment of victory.

In any team setting, you have the following: players, observers, and leaders. Which one of these best describes you and why?

Tell me how you manage your time.

What accomplishment are you most proud of and why?

*April
18-20nd*

\$ 16-17