

# JANE HARVARD

Address / email / phone

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## EDUCATION

### **HARVARD UNIVERSITY**

**CAMBRIDGE, MA**

BA in Literature, [DATE]. Peer Counselor and Tutor; member of the Hasty Pudding Theatricals, Harvard Radcliffe Dramatic Club; Harvard-Radcliffe Television; Pforzheimer Arts Council.

### **[HIGH SCHOOL NAME]**

**[LOCATION]**

VP of the School of Visual and Performing Arts, Treasurer of Student Coalition, Founder and President of Thespian Society, President of the orchestra and jazz choir.

## FILM/THEATER EXPERIENCE

### **[CO. NAME] PRODUCTIONS (Current)**

**New York, NY**

**Office Manager/Asst. to [NAMES]**, Answered heavy phones. Update call sheets and personal calendars. Draft talent and crew contracts, and investment agreements. Coordinate information with offices in London, Paris, and Bombay. Arrange frequent meetings and extensive travel for producers. Draft and execute extensive correspondence. Organize and maintain filing system and archives. Interview, hire, and train interns. Survey inventory of office supplies and maintain petty cash. Collect, review, and organize script, treatment, and music submissions. [DATES]

### **[CO. NAME] ENTERTAINMENT**

**New York, NY**

**Intern.** Assisted producers [NAMES] in a busy film company. Answered heavy phones. Facilitated hourly communication between company office and production office. Performed heavy script coverage and submission analysis. Researched other film companies for potential partnering opportunities as well as certain topics relating to current film projects. Updated computerized script and contact databases. Assisted in preparation of contracts and records for casts and crews of current projects. Maintained office facilities. [DATES]

### **[THEATER NAME] THEATRE (Professional Regional Theatre)**

**[LOCATION]**

**Literary, Production, Administration Assistant.** Evaluated submitted scripts for consideration for production. Helped organize Writer's Retreat. Produced new play readings. Organized auditions. Transcribed interviews for playwright [NAME]. Performed clerical and research assistance for production of [PLAY TITLE] (recently on Broadway). Updated script library for upcoming season. [DATES]

### **[NAME OF SCHOOL] SCHOOL OF THE ARTS**

**[LOCATION]**

**Administrative Intern.** Assisted in management of thriving community school of the performing arts. Researched grant availability and charitable foundations. Solicited corporate sponsors for special programs. Supervised performing arts summer camp for inner city youth. Provided clerical support for non-profit organization. [DATES]

## OTHER EXPERIENCE

### **[FIRM NAME]**

**[LOCATION]**

**Legal Secretary.** Clerical work for managing partner, Answered phones, organized client databases, managed finances, performed extensive filing and word processing, executed correspondence, set up new computer, installed computer programs, and scheduled appointments. [DATES]

### **MUSEUM OF ART**

**[LOCATION]**

**Intern.** Part time gallery work. Identified, ordered, organized, and shelved entire library of rare art history books written in more than ten different languages. Assisted in positioning art for exhibit. [DATES]

**COMPUTER SKILLS:** Microsoft Word, Mac and PC proficient, Powerpoint, and Excel, Appleworks.

**RELEVANT SKILLS :** Public Speaking, friendly customer service, good grasp of Italian and Russian, strong arithmetic and algebraic skills, writing/editing, close-reading, and analytical skills. Strong background in theatre, literature, history, and critical film studies.

**INTERESTS:** Acting, singing, composing, hiking, swimming, reading, volleyball, soccer, and international travel.