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| Kayla Higgenbottom  |  | | --- | |  | | khigg6@gmail.com | |  | | 901-361-1426 | |  | | Objective A highly motivated individual with strong communication and organizational skills. Looking to use my degree in media for the benefit to land a position as a production assistant. | | Skills  * Punctual, sincere, and enthusiastic * Relationship building * Knowledge of film production * Yearning to learn new techniques involved in film production   **Professional**   * Experienced passing on information on set without causing an disturbance * Abilities to take and execute orders from authorities * Strong interpersonal and administrative skills * Multi-tasking   **Personal**   * Listening Skills * Self-Disciplined * Pro-active * Articulate | |  | |  | |  | | --- | | ExperienceProduction Assistant/Mcnulty CastingOctober 2016  * Assisting the Casting Team with auditions * Escorting contestants from check-in to holding * Lead contestants from the holding room to the audition room and from there to interview sight * Supporting the rest of the crew * Create folders with specific contestants to insure proper flow  brand ambassador/ urban enterprisesJuly 2015- October 2016  * Possess excellent oral and communication skills * Appealing personality and physical appearance * Promoting different promos for companies * Taking surveys from large amounts of consumers * Willingness to relocate to remote places * Strong professional relationships with consumers  Server/ Another Broken eggApril 2014 – September 2016  * Attend to customers upon entrance * Take/ serve orders and answer questions or make recommendations for other products * Deal with complaints or problems with a positive attitude * Issue bills and accept payments * Multi phone line experience * Work at a fast pace for a long period | | EducationbACHELOR OF SCIENCE/ MAY 2013MIDDLE TENNESSEE STATE UNIVERSITY My B. S degree is in Electronic Media Journalism with a concentration in Radio/ Television | | references Upon Request | |