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## Objective

Detail-oriented and dependable Mass Media Arts major with experience in production coordination and student mentorship. Seeking a Virtual Personal Assistant work-study position to contribute strong communication, organization, and multitasking skills in a remote administrative role that supports university operations.

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## Experience

### **Production Assistant**

*Princeton James Productions – Memphis, TN*

March 2023 – Present

- Ensured a clean and hazard-free environment on set to support cast safety and performance.
- Captured behind-the-scenes footage and photos for marketing and promotional use.
- Supported communication and coordination between production departments.
- Assisted with scene transitions and cue tracking under direct supervision.
- Responded promptly to production needs to ensure smooth execution.

### **Tutor & Mentor**

*Peer Power Foundation – Memphis, TN*

October 2023 – May 2024

- Used diverse teaching strategies to support student comprehension and study skills.
- Fostered a positive and inclusive learning environment for students.
- Mentored students in goal setting, time management, and academic confidence.

## Skills

- Strong verbal and written communication
  - Effective time management and multitasking
  - Team player with a positive and professional attitude
  - Builds rapport easily with peers and supervisors
  - Adaptable, reliable, and eager to learn
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## Education

Clark Atlanta University – Atlanta, GA

*Bachelor of Arts in Mass Media Arts (Expected May 2028)*

- Merit Scholarship Recipient (2024)
- Current GPA: 3.8

Germantown High School – Memphis, TN

*High School Diploma, May 2024*

- Class Rank: 114 out of 401
- GPA: 3.69