

# Charles Workmaster

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## Professional Experience

### **Office Floater- Williams Lea**

May 2025-present | Los Angeles, CA

- Completed scanning and copying requests for clients in a timely manner.
- Sorted and delivered office mail.
- Maintained professionalism with clients over email and in-person.

### **Office Coordinator (Temp.)- Robert Half, Inc**

Jul 2022, Oct 2024-May 2025 | Los Angeles, CA

- Created a welcoming environment by welcoming staff and guests.
- Set up company events and meetings at office assignments.
- Sent officewide reminders to the staff about upcoming events.
- Sorted, delivered, and forwarded mail to staff.
- Kept office supplies stocked.

### **Casting Assistant- Freelance**

Aug 2024- Sept 2024, May 2025 | Los Angeles, CA

- Created and maintained tracking sheets for actors' avails, locations, and materials using Microsoft Word and Excel.
- Communicated with agents/managers over email and phone to receive actors' avails, locations, and materials.
- Scheduled live virtual auditions and director sessions.
- Took notes during producer meetings.
- Sent audition appointments to actors via Breakdown Services.
- Helped facilitate in-person casting sessions by checking them in to their appointments and collecting their headshots, resumes, and availability.

### **Talent Assistant- Paradigm Talent Agency**

Jul 2022- Jun 2024 | Los Angeles, CA

- Managed five calendars, five email inboxes, phone sheets, and expenses through Concur.
- Submitted and pitched clients for film/television jobs on Breakdown Services.
- Sent audition requests to clients and their managers over email.
- Provided feedback on self-tapes for clients and my supervisors.
- Uploaded and sent clients self-tapes to casting.
- Interfaced with clients, managers, and casting for any audition/scheduling questions.
- Created and maintained tracking sheet for client auditions and callbacks with Google Docs and Spreadsheets.
- Created materials for actors on Microsoft Word and organized client paperwork into individual folders through Microsoft Suite.
- Coordinated with our branding department for events and gifting opportunities.

### **Talent Management Intern- Queer UP**

Jan 2022-May 2022 | Los Angeles, CA

- Submitted clients for commercial jobs on Casting Networks.
- Pitched to various casting offices over the phone and created follow up email pitches.
- Scouted new talent for the agency to represent.
- Spearheaded open call by reviewing email submissions from clients looking for representation and narrowed down group called in to audition.
- Organized and scheduled forty auditions over the course of two days for potential clients over Zoom.
- Ran auditions over Zoom and introduced clients as they logged on. Provided my supervisor feedback on the performances.
- Updated client information and materials on casting networks.
- Communicated with clients about upcoming auditions on the phone and over text.
- Researched channels and companies for the agency to collaborate with to spread brand awareness and compiled list onto Google Spreadsheet.

### **Event Operations Shift Supervisor- Loyola Marymount University**

Nov 2017- Aug 2020 | Los Angeles, CA

- Supervised a team of six staff members to complete event set-ups around campus.
- Communicated with clients to make sure set-ups were completed correctly and on time.
- Took inventory on a weekly basis.

### **Event Planning Intern- St. James Catholic Church**

May 2018 - Aug 2018 | Falls Church, VA

- Organized a series of summer parish picnics that brought parishioners together.
- Ordered and picked up supplies for the events.
- Created announcements for the parish bulletin and communicated with guests over email before each event.
- Sent out guest lists and set up a SignUpGenius to track how many people would attend the event.
- Collected and organized data on the events on Excel to improve future gatherings.

### **Office Assistant- St. James Catholic Church**

Jul 2015 - Aug 2017 | Falls Church, VA

- Created a friendly work environment by welcoming guests for appointments.
- Helped guests schedule appointments and special services.
- Answered the phone and took messages for the church staff.
- Transferred church's records to their online database.
- Sorted, delivered, and forwarded mail to staff.

## Education

### **Loyola Marymount University**

B.A., Theatre Arts major; Public Relations minor

Los Angeles, CA

GPA: 3.78

## Relevant Coursework:

Communication Approaches to Public Relations; Introduction to Social Media; Persuasion; Principles of Public Relations Writing for Public Relations; Publicity, Marketing & Social Media for the Actor; Public Relations Strategies; Theatre and Events Promotion

## **Community Involvement & Volunteer Experience**

### **The Del Rey Players**

Jan 2018 - Mar 2020 | Los Angeles, CA

Cast in three shows, wrote two shows, and promoted the events I was involved in on social media.

### **Eagle Scout- Boy Scouts of America, Troop 895**

Apr 2010 - Mar 2017 | Falls Church, VA

Held leadership positions including Patrol Leader and Assistant Senior Patrol Leader, earned 24 merit badges including Public Speaking, Communication, and Personal Management, was inducted into the Order of the Arrow, participated in several service projects and conducted my own project.

### **Student Volunteer - Gonzaga College High School**

Sep 2013 - May 2017 | Washington, D.C

Volunteered at the McKenna Center, Gonzaga's homeless shelter and food pantry for the homeless in D.C.; participated in two service trips to Emmitsburg, Maryland and Camden, New Jersey to serve the citizens in those areas; and volunteered for Reading Partners, an after-school program that pairs intercity students with tutors to improve their reading skills.

### **Special Skills:**

Breakdown Services; Blogging; Campaign Development; Canva; CastIt; Casting Networks; Community Outreach; Data Collection; Event Planning; Google Suite: Docs, Sheets, Slides; Microsoft: Excel, PowerPoint, Office, Teams, Word; Public Relations; Press Releases; Receptionist Duties; Research; Rolling Calls; Scheduling; Social Media; Writing; Zoom