



## CONTACT

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✉ julian.james.fl@gmail.com

📍 Los Angeles, CA

## EDUCATION

2020  
NEW YORK UNIVERSITY  
TISCH SCHOOL OF THE  
ARTS

- Bachelor of Fine Arts in Drama

## SKILLS

- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Experience with Zoom
- Excellent Written and Verbal Communication Skills
- Customer Service
- Team Management/Leadership Skills
- Time-Management
- Proficient in Audio/Video Editing Software, DAWs
- Proficient in Canva/Basic Graphic Design Software

# JULIAN JAMES

## ENTERTAINMENT PROFESSIONAL

### PROFILE

Experienced administrative assistant, music educator, and multidisciplinary artist with numerous years of experience in all areas of entertainment—from assisting with sales & business development to performing on stages around the world. Seeking opportunities to utilize my skills, passion for media, and collaborative spirit— particularly in the areas of TV/Radio Production and live music.

### WORK EXPERIENCE

• **Universal Studios/Entertainment Central** 2016-PRESENT  
Account Manager/Administrative Assistant

- Assisting Entertainment Central Productions (FL/CA) with Business Development and Sales, cold calling & representing the company at various conferences, organizing leadership Zoom meetings, maintaining calendars, booking travel, drafting contracts as a floater assistant.
- Workshop captain for shows at *The Wizarding World of Harry Potter* (Universal Studios Orlando/Hollywood, Entertainment Central Productions), training new employees each year into the show, interacting in customer-facing environments with park meet-and-greets, facilitating attendance and payroll

• **Jam With Jamie** 2021-PRESENT  
Children's Educator

- Creating curriculum and teaching children's music in schools, parks, community centers, and private households across NYC and LA.

• **Google Inc. via Entertainment Central** 2020-22  
Host/Content Development

- Writing scripts and hosting *Google Inc's* virtual "Take Your Kids To Work Day" through *ECP* and *Pzazz Productions*, a multi-episodic educational program consisting of science experiments, art projects, cooking tutorials, and musical numbers; experience with content creation for children's media and hosting for corporate events, both in-person and virtual.

• **Actor/Musician** 2016-PRESENT

- Sag-Eligible onscreen actor with multiple film/tv credits (**Hallmark Channel, The CW Network**); theatre performer with multiple theatrical performances and tours (Contemporary and Classical Texts); professional musician (Guitar, Electric Bass, Upright Bass, Vocals) with shows onboard cruises (**Royal Caribbean, Celebrity Cruises**), in venues across NYC and worldwide (*Terminal 5, SoFar Sounds, Mercury Lounge, Skirball Center*), developing relationships with multiple with high level recording artists and influential people.

### REFERENCE

**Sammy Pawlak**

Entertainment Central /  
Director of Show Production

Email :

sammy@entertainmentcentralproductions.com

**Aliya Ellenby**

Jam With Jamie /  
Executive Director

Email :

booking@jamwithjamie.com