



# Shelley Quan

Los Angeles, CA  
323.682.1200  
quanshelley@gmail.com

## Professional summary

Casting Assistant and Associate with 4 years of experience in commercial and digital campaigns. Skilled in managing submissions, scheduling callbacks, and facilitating communication between clients, agents, and talent. Efficient, detail-oriented, and solutions-driven.

## Employment history

Jan 2022 - Present

**Casting Associate (Permalence), All of Us Casting**  
Remote

- Lead and assisted in casting for 30+ campaigns, managing research, outreach, submissions, and final selects.
- Post and manage castings on Casting Networks; organize submission materials and curate selects.
- Reach out to talent agents for packages, negotiate, and confirm availability.
- Schedule and facilitate Zoom callbacks, ensuring smooth client-talent communication.
- Use JotForm and Google Sheets to track submissions, availability, and notes.
- Build casting decks and collaborate with directors, producers, and creative teams.

Jun 2023 - Dec 2023

**Assistant Booker, MMG Model & Talent Agency**  
New York City

- Submitted talent for commercial and print opportunities to maximize booking potential.
- Reviewed casting breakdowns and selected appropriate talent to match client needs.
- Communicated with agents, managers, and talent to confirm availability and ensure professionalism throughout the process.
- Supported talent packages with detailed notes and recommendations to strengthen booking chances.
- Monitored client feedback and adjusted submissions to improve results for represented talent.

Feb 2022 - Apr 2022

**Casting Assistant (Freelance), Tasha Tongpreecha Casting**  
New York City

- Helped coordinate casting for commercial campaigns, from researching talent to organizing submissions and checking availability.
- Focused on identifying talent through social media and referrals, bringing in fresh, relevant faces for consideration.
- Tracked holds and availability, and maintained clear communication with agents, managers, and talent throughout the casting process.

Jun 2021 - Jan 2022

**Casting Assistant (Permalence & Intern), Kate Antognini Casting**  
New York City

- Sourced talent for editorial and commercial campaigns with a strong focus on new faces, non-actors, and real people.
- Conducted deep research and outreach via social media, referrals, and niche communities to find individuals with compelling presence or story.
- Contributed to creative casting by identifying unexpected or underrepresented talent that brought authenticity and texture to each project.

## Education

**Bachelor of Arts in Philosophy**  
California State University, Long Beach  
Awards: President's Honor List, Dean's Honor List

## Languages

English                      Cantonese