

# TAMSEN SIMPSON

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## WORK EXPERIENCE

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### **RAKISH - Los Angeles, CA**

Executive Assistant

Sep 2024 – PRESENT

- With a strong eye for detail, provide administrative support to commercial production executives.
- Roll high volume of calls, schedule meetings, and travel for both commercial and long-form development teams.
- Conduct in-depth research for pitch decks and commercial material.

### **FOOT LOCKER/CHAMPS CORPORATE - St. Petersburg, FL**

Assistant Stylist

Aug 2023 – Sep 2024

- Prepared over 200 garments of clothing for each quarterly promotional shoot for print, web, and store marketing.
- Assembled eye-catching looks using upcoming products for the Foot Locker and Champs brands.

### **HOME SHOPPING NETWORK - St. Petersburg, FL**

Studio Coordinator

May 2022 – Sep 2024

- Coordinated 3-5 nationally televised hourly live shows daily with high-profile talent, bringing their products to life.
- Anticipated and reacted to host and guest needs and tight deadlines during live broadcast.
- Prepared products and developed displays for brand launches of talent including Sofia Vergara and Taraji P. Henson.

### **CONFIDENTIAL, upon request - St. Petersburg, FL**

Personal Assistant to Content Creator

Mar 2022 – Mar 2023

- With a high amount of discretion, managed a high volume of documents for upcoming shoots and models.
- Completed daily housekeeping including meal prep and in-depth care for family dog and cat.
- Oversaw booth merchandise sales and handled fans at conventions.

### **UNRELEASED DENZEL WASHINGTON FILM - Orlando, FL**

Story Editor

Dec 2021 – Mar 2022

- Revamped and made edits to script of an unreleased children's live-action adventure feature film.
- Collaborated with producers to enhance story and character details.

### **LIFETIME NETWORK TV FILM, "NIGHTMARE PTA MOMS" - Clearwater, FL**

Property Master

Sep 2021 – Oct 2021

### **HALLMARK CHANNEL TV FILM, "SOUTH BEACH LOVE" - St. Petersburg, FL**

Wardrobe Assistant

Aug 2021 – Sep 2021

### **AMAZON PRIME SERIES, "LIFE'S REWARDS" - St. Petersburg, FL**

Production Assistant

Feb 2021

### **LIONSGATE FILM, "LADY OF THE MANOR", DIR. JUSTIN LONG - Tampa, FL**

Art Department Intern

Feb 2020 – Mar 2020

## EDUCATION

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### **THE UNIVERSITY OF TAMPA - Tampa, FL**

Bachelor of Fine Arts, Major in Film & Media Arts

Graduated May 2021

President | Delta Kappa Alpha, National Cinematic Arts Fraternity

## SKILLS & ABILITIES

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90 WPM, vibrant go-getter, avid reader and thinker, French (conversational), lover of dramedy film/tv.