

Simone V. Theodore  
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**Summary :** Naturally comfortable greeting others. I have been told I've never met a stranger. Experienced in film, Broadcasting, Fashion and Freelance Photography. I am highly aware of maintaining a personal sense of open communication. If you are appreciative of an environment that is inclusive, committed to diversity and equity, we are on the same team.

## **Experience**

Production Assistant Intern for 1939 Studios Bowie Maryland (July 2021 to Present)

- Informed cast members about call times and schedule changes.
- Relayed messages between staff members to ensure the smooth running of the film.
- Ran errands for Directors and Producers.
- Ordered catering for shoots
- Answered emails and phone calls.
- Responsible for printing and distribution of film scripts
- Responsible for the Script Breakdown.
- Ordered Office inventory as needed.

Intern New York City Fashion Week (February 2022)

- Greeted, directed and assisted models as they prepared for the Fashion Show.
- Prepared, wardrobes, coordinated models with the runway schedule
- Photographed models through the process of Fashion Show preparation

Free-Lance photographer (June 2019-March 2020)

- I worked as a Free-lance Photographer and Brand Creator helping individuals and groups create meaningful photographic presentations.

Broadcasting (January 2019-April 2019)

- Served as a lead in news presentations and production for daily campus news and sports updates
- Worked collaboratively in developing, directing and video editing
- Created movie trailers for promotional purposes
- Captured and created digital content to increase brand awareness and marketing for student sports

Macon Foot and Ankle Center, August 2020 to Present: Remote Medical Office Assistant

- Effectively and efficiently deliver messages and follow up information to the Physician
- Using Google calendar to maintain Doctor patient schedule
- Maintain a Database for Nursing Home accounts and patients.

### **Technical Skills**

Mac OS, Microsoft Office, Broadcasting, Social Media, Free-lance Photographer, Responsible for video editing, assisted with writing PSA's and Camera operations during campus events and graduation.

### **Soft Skills**

Organized, maintains a positive environment greeting clients and assisting staff, self learner/seeks assistance for growth. Excels in creating social events for celebration and recognition. Ability to make decisions independently and in collaboration with team members. Ability to assess urgent situations and follow protocol for resolution. Accurate record keeping ability.

### **Education**

Bachelor of Arts, Communication and Broadcast Journalism, May 2019  
Minor, Business Management  
Oakwood University, Huntsville, AL