

AMANDA MASON

Los Angeles, CA 90026

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EDUCATION

Texas Tech University
B.A. in Public Relations

Lubbock, Texas
August 2002

WORK EXPERIENCE

Lifetime Television

Development Assistant

Duties include administrative assistance to the Vice Presidents of Original Movies. This includes heavy phone usage, reports, travel arrangements, office machinery operation, filing, and various duties as assigned.

Los Angeles, California
May 2006–present

Office of Dr. Robert Scott

Medical Legal Assistant

Duties include assisting the doctor with medical legal evaluations for workers compensation cases. This includes the review and summary of previous medical records, as well as the organization of cases and reports.

Los Angeles, California
Aug 2004–present

Office Team

Temporary Associate

Duties include providing short-to-long-term relief for companies in need of clerical or administrative support. This includes heavy telephone usage and office machinery operation.

Los Angeles, California
April 2005–May 2006

Central Casting

Background Performer

Duties include working as a “regular” extra on *Alias* (A.P.O. Agent), as well as various other television, film, and commercial productions.

Burbank, California
Aug 2004–May 2006

AppleOne Employment Services

Temporary Associate

Duties include providing short-to-long-term relief for companies in need of clerical or administrative support. This includes heavy telephone usage and office machinery operation.

Los Angeles, California
Sept 2003–May 2006

Fibroid Treatment Collective (Office of Dr. Bruce McLucas)

Marketing/Administrative Assistant

Duties included patient education, insurance verification, surgical scheduling, and patient relations. This included heavy use of a multi-line telephone system, computer programs, and other office machinery.

Los Angeles, California
Nov 2003–Aug 2004

KPEJ Fox 24*Assistant to General Manager and General Sales Manager*

Duties included administrative assistance to the General Manager and General Sales Manager of a television station. This included the logging of advertising orders, design of sales “one sheets,” and general clerical duties.

Production Coordinator

Duties included acting as a liaison between the production department and sales department by scheduling production shoots and edit times.

Odessa, Texas

Aug 2002–Aug 2003

The University Daily (Texas Tech University)*TechLife (Arts and Entertainment) Editor*

Duties included the management of a newspaper section. This included page layout and design, story assignment, and story and column writing.

Lubbock, Texas

Nov 2000–May 2001

Covenant Medical Center*Unit Secretary*

Duties included the maintenance of patient records, logging of physician orders, and maintenance of the work area. This included heavy use of a multi-line telephone system, as well as other office machinery.

Lubbock, Texas

Feb 2000–Jan 2001

The Ram Page (Angelo State University)*Arts and Entertainment Editor*

Duties included the management of a newspaper section. This included page layout and design, story assignment, and story and column writing.

San Angelo, Texas

April 1999–Dec 1999

Online Editor

Duties included the maintenance of the online edition of The Ram Page.

AWARDS

Austin Film Festival Teleplay Writing Competition

Second Round Finalist for script “Contact”

September 2005

Scriptapalooza Semi-Annual Television Writing Competition

Top Ten Finalist “One Hour Spec” for script “Wool and Water”

February 2005

Texas Intercollegiate Press Association

Second Place “Feature Page Layout and Design” (with Wayne Hodgin) for work done with The University Daily

April 2001

Texas Intercollegiate Press Association

First Place “Feature Page Layout and Design” for work done with The Ram Page

April 2000

REFERENCES AVAILABLE UPON REQUEST