

Cassandra Hurlbut

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Sun Valley, CA, 91352

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Profile

Highly motivated and driven to succeed. No task too small, no problem too big mentality. Tough as nails. Strong organizational skills and able to prioritize. Fast learner, excellent team player, and rock star problem solver.

Experience

Lead Therapeutic Riding Instructor/Program Director *Special Spirit, INC*
- September 2014 - present

Responsible for overseeing the programs run by the non-profit in all ways. Marketing, billing, insurance, sponsorships, grants, affiliations. Create and implement tracking systems to measure the successes of various programs. Manage the database of donors and clients. Manage care of 15 horses in the program. Schedule and teach all adaptive riding lessons and equine assisted activities and learning.

Art Department Assistant, WBTV *The Mentalist* - July 2011-2014

Responsible for managing the phone for the office and handling the petty cash and purchase card. Assisted with purchasing and renting design elements for the show. Frequent research required for locations, props, furniture ideas, etc. Performed general office duties and upkeep such as coffee making, lunch runs, keeping crafty stocked, ordering and stocking office supplies. Assisted the department with wide assortment of tasks that changed daily. Other duties included managing the integration and upkeep of hard drives for the department and basic tech support.

Temp Receptionist, Steven Bochco Productions - May 2013

Responsible for managing the front of the office; answering and rolling phones, taking care of lunch orders, maintaining cleanliness of the reception area and the kitchen. Required to meet and greet high profile talent coming in for interviews and cater to their need while waiting.

Transcriptionist, Rauch Associates -2010 - 2012

Responsible for downloading audio file of competitive intelligence interview from .FTP site and transcribing the audio within a designated turnaround time, using a specific format and adhering to NDA guidelines. Projects required strong listening skills (heavy overseas accents).

Skills

Familiar with DSLR camera and associated gear. Proficiency in both Mac and PC computer systems. 75 WPM typing speed. Knowledge of Adobe Suite, Final Cut, Final Draft, Gorilla Scheduling and Budgeting, MovieMagic, Microsoft Office Suite. Experienced with stock photo and video websites. Strong phone skills, excellent written skills. Great with research. Knowledge in REACT, CSS, HTML, node.JS, express.JS, HTML, Javascript, jQuery, mySQL, SQLite

Education

Columbia College Hollywood / B.F.A. Cinema - June 2007
UCLA Extension Fullstack Web Development Bootcamp - April 2021

References

Eva Lund - Executive Director/Founder - Special Spirit, INC -
eva@specialspirit.org

Jason Cohen - Art Director - The Mentalist - jasonzcohen@mac.com

Meghan Fox - Graphics Designer - Scandal - meghanfox@me.com

Julie Walker - Production Designer - House of Cards - Contact Available
Upon Request