



May 28, 2013

Ms. Dominga Martin
House of Ming Productions
382 Macon Street, Suite 1
Brooklyn, New York 11233

Dear Ms. Martin,

I am submitting this letter of intent in reference to the position of Campaign Manager for MY FIRST LOVES LLC and HOUSE OF MING Productions, upon project funding, per responsibilities below:

- Maintain and build client relations.
- Assist in the development and execution of high profile, integrated events in the marketing campaigns.
- Responsible for developing relationships in order to increase special events client base through handling of inquiries, trace calls, and follow-up of leads.
- Work in conjunction with marketing team to assure the execution of marketing plans (which includes planning, advertising, public relations, organizing events, product development, distribution, sponsorship and research).
- Create and manage event budget to assure efficient and cost effective execution.
- Responsible for strategic layout for special events.
- Oversee feature film involvement in offline events.
- Track the results of a particular campaign/event.
- Maintain a tracking/monitoring system for all events, to ensure proper documentation is maintained for all contacts/events.
- Negotiates on prospectus for special events.
- Manage launch campaigns process both internally and directly with vendors.
- Manage logistics/event staff prior to the event, during the event and after event.

Please feel free to contact via email at barbara@b-bullard.com or via mobile at 917 340 8707 with any questions or comments you may have. I look forward to future discussions.

Best,

Barbara Bullard