

Jason Anderson

Business Development Manager, Event Manager, Copywriter, Paralegal

New York, NY

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Work Experience

Business Development Manager

HeyMister.TV

August 2017 to Present

Work with founder of VFX and award-winning graphic design firm to bring in business partnerships to firm, work to build investment around projects and creatively brand businesses.

Business Manager

Preview Events - Brooklyn, NY

July 2018 to August 2018

- Worked as a Business Manager at Preview Events LLC to review contracts, deal with bookkeepers, review website and helped generally with business operations etc.

Copywriter

Lendvo - Arlington, VA

March 2017 to March 2018

- Write articles on a variety of small business topics several times weekly of 25,000+ words total on financial applications, markets, small business credit card options, small business tactics. management and more all on the resources page.
- Increase SEO with word selection within articles and Google search.

Freelance Copywriter

Fansided / OffTheGlass / StudioBinder - New York, NY

August 2016 to August 2017

- Write articles about film and television techniques focusing on cinematography, screenwriting & entire film industry in addition to freelance articles on the NY Knicks and Brooklyn Nets as well as landing pages related to Buffalo helicopters.
- Build websites using web platforms like Shopify and GoDaddy.
- Work to increase SEO by using word selection and Google search tools for artist management business and real estate NY law firm.

Paralegal

Anderson & Ochs LLP - New York, NY

July 2010 to August 2017

- Assist all attorneys in five person law firm in all aspects on real estate, commercial, cooperative, condominium litigation practice, with cases often involving multi-million dollar disputes
- Organized documents and kept the record file in matters/cases with thousands of documents; handled high volume of cases at any given time, digested deposition transcripts.

- Attended trials, assisted attorneys in all aspects of trial preparation and whatever attorneys needed at trial; proofread briefs and other documents as requested by attorneys.
- Talked, and dealt, with clients, wherever and whenever requested by attorneys
- Completely familiar and comfortable with the inherent deadline-oriented/pressure nature of the litigation process and willing to work overtime as required.
- Many of the firm's cases involved real estate, cooperative, condominiums, familiarity with real estate litigations, real estate documents, co-op and condominium practice.
- Involved with firm's liaison with outside IT consultants, organized firm digitally, installed new PC's, Datto cloud, monitored firm's production and storage of documents throughout process.

Content Development, Screenwriter, Producer

Fire Over Water Pictures LLC - Brooklyn, NY

July 2011 to July 2017

- Develop and write original content for film and television.
- Organize and oversee independent productions using Google Drive, call sheets and all MS Office Suite programs; manage teams, raise financing, contact agents, networks etc.
- Pitch original content, assemble written pitches and pitch bibles.
- Collaborate with producers to write film treatments and scripts.
- Plan all social media posts on Instagram, Facebook, Twitter, Reddit etc.
- Work as a production assistant on various music videos, short films, etc.

Founder, Partner

EmergArts LLC - New York, NY

January 2011 to February 2015

- Founder and partner of a New York City based art dealership representing emerging artists at a start-up; manage social media channels; Work with MS Office Suite, Google Drive, Constant Contact e-mail marketing and database management programs
- Curate art showcases at different venues in New York City while maintaining an online presence; deal with all finances.
- Operate, conceptualize, write and oversee all promotions of the company through social media and e-mail blasts. Provide art for apartment stagings as well as for restaurants, hotels and other venues; book musicians and DJs for events.

Founder, Partner

Red Carpet Events LLC - New York, NY

October 2007 to September 2013

- Full accountability for a student-run start-up entertainment and event planning service that hosted weekly events in Washington D.C and New York City.
- Dealt directly with bar and restaurant owners daily for ongoing business as well as seeking out new business, booking DJs and musicians for events.
- Operate and oversee all promotions of the company through daily, weekly, monthly social media and e-mail blasts for events of hundreds-thousands of people..
- Hired, managed and funded a team of 30-40 promoters; daily, weekly, monthly management; deal with all social media management.
- Work with MS Office Suite & all database systems for document management.

Wealth Management Firm Intern

Family Management Corporation - New York, NY

June 2008 to July 2008

Overlooked portfolios while working alongside brokers on a sales and trading floor.

- Edited and prepared reports on financial instruments using Microsoft Excel.
- Conducted securities research and organized reports for investment executives.

Sales, Marketing & Advertising Intern

LimoRes.Net - New York, NY

June 2007 to August 2007

- Served as a writer and editor for certain sections of the Company's website.
- Worked on a project to establish a network of affiliates through cold calling and e-mail in order to acquire business from clients such as restaurants, hotels and other small businesses to mid-sized businesses.

Education

Bachelor's in English, Business Administration

The George Washington University - BA - Washington, DC

September 2006 to May 2010

Columbia Grammar & Preparatory School - New York, NY

September 2002 to May 2006

Business Administration

SECONDARY FIELD

Skills

- Content Development (6 years)
- MS Office (10+ years)
- Paralegal (7 years)
- SEO (2 years)
- Microsoft Office (7 years)
- Business Development (5 years)
- Copywriting (2 years)
- Google Docs (6 years)
- Content Development (8 years)
- Event Management (8 years)
- Presentation Design (5 years)
- Cold Calling
- Sales
- Account Management
- Powerpoint
- Data Entry
- CRM
- Quickbooks
- Receptionist

Additional Information

- Personable, creative, energetic, organized, ambitious, hard worker, fast learner and trustworthy self-starter; experienced paralegal with extensive written and verbal skills.
- Building websites on shopify, godaddy and squarespace; writing decks, creating engaging content for businesses in the entertainment space, sports, legal and business worlds.
- Screenwriter, copywriter, content development, experience pitching and packaging creative projects; event experience of 8+ years; proven ability to generate sales.
- Computer savvy; knowledgeable in Microsoft Office, Google Drive, Slack, CRM, SEO and general IT situations.