

REFILWE MAITISA

refilwemaitisa@gmail.com | www.linkedin.com/in/refilwemaitisa/

SKILLS:

CASTING WEBSITES (BREAKDOWN SERVICES, CASTING NETWORKS, ETC.)	MS OFFICE	CUBASE LE AI ELEMENTS 8
CELTX WRITING SOFTWARE	WINDOWS 10	CONTENT CREATION
VIDEO EDITING (IMOVIE, MOVIE MAKER)	OS X (CURRENT)	WIX WEBSITE DESIGN
SOCIAL MEDIA MANAGEMENT	ZOOM	MEDIA PRODUCTION
	GOOGLE SUITE	CREATIVE DIRECTION

EDUCATION:

NEW YORK UNIVERSITY, Tisch School of the Arts, New York, NY **Sept. 2018 - May 2021**
Bachelor of Fine Arts, Theatre (3.9 GPA) – Dean’s List
Minor in The Business of Entertainment, Media & Technology

AMERICAN ACADEMY OF DRAMATIC ARTS, Los Angeles, CA **Sept. 2016 – May 2018**
Associate of Occupational Studies Degree (3.74 GPA)

A creative, efficient, and self-starting professional, with hands on experience working in onscreen & stage productions. Owning a vast background in writing, media production, directing and the performing arts. All whilst having the ability to thrive under pressure and maintain professionalism & common bond between employee and client. Strong verbal and written communication skills. Proficient computer skills. Industrious, personable, and extremely organized.

EXPERIENCE (partial):

CASTING BREAKDOWN ADMIN **Nov 2021 – Dec 2021**
DirectSubmit / NYCastings, New York, NY

- Create and post casting breakdowns for film, television, modeling and commercials on the official site (including generating SEO links) to attract top talent
- Pitch to 10+ production companies, casting directors & filmmakers daily via email, cold call and social media to build relationships and offer them casting assistance

AUDITION ASSISTANT & READER **Sept. 2021 – Dec 2021**
Stonestreet Studios, New York, NY

- Facilitate commercial & theatrical auditions on Zoom by bringing in actors to audition for casting directors, talent agents, and talent managers
- Serve as a reader for auditions to assist new talent in performing sides for industry professionals
- Host Q&A sessions where performers ask industry professionals about the entertainment industry

PRODUCTION & LITERARY MANAGEMENT INTERN **Aug 2021 – Dec 2021**
Heroes and Villains Entertainment, Los Angeles, CA (Remote)

- Analyse/write script coverage for screenplays, and books within 48 hours to fast track literary managers decision making on material, saving them an estimated 2+ hours of reading per day
- Record submissions made by literary managers, to track and consider prospective films and potential clients

PRODUCTION & LITERARY MANAGEMENT INTERN **Jun 2017 – Aug 2017**
Good Fear Film + Management, Los Angeles, CA

- Served as a liaison between external industry professionals, internal producers, literary managers, and talent manager via phone conferencing to assist with effective communication
 - Researched emerging writers, and stories to pitch new material to managers for screen development
-

AWARDS & HONORS

University Honors Scholar (<i>top 40% of baccalaureate students in Tisch</i>)	2021
Princess Grace Award Nominee (<i>national award recognizing top, extraordinary emerging talent</i>)	2021
Drama Banner Bearer Award (<i>top student in leadership & academic excellence in all of Tisch Drama</i>)	2021
Outstanding Achievement in Studio Award (<i>award for excellence in acting at Tisch Drama</i>)	2021
The Josh Goldfaden Award (<i>outstanding contribution to building community of writers & readers at NYU</i>)	2019
Director at Tisch 24-Hour Play Festival (<i>collaborated in staging a new play in less than 24 hours to present to NYU community & public (70+)</i>)	2019

REFERENCES AVAILABLE UPON REQUEST