

# REFILWE MAITISA

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## SKILLS:

MS OFFICE	CUBASE LE AI ELEMENTS 8	WINDOWS 10
CELTXT WRITING SOFTWARE	OS X (CURRENT)	WIX WEBSITE DESIGN
VIDEO EDITING	SOCIAL MEDIA CONTENT	GOOGLE SUITE

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## EDUCATION:

**NEW YORK UNIVERSITY**, Tisch School of the Arts, New York, NY Aug. 2018 - May 2021  
*Bachelor of Fine Arts, Theatre (3.927 GPA) – Dean's List*  
*Minor in The Business of Entertainment, Media & Technology*

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

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## EXPERIENCE (partial):

**INTERN** Dec 2021

### **Cast Serve, Johannesburg, GP**

- Assisted Emmy-nominated casting director with scheduling and casting national & international projects
- Serve as a reader for auditions to assist well-known actors in performing sides for casting, directors and writers

### **CASTING BREAKDOWN ADMIN** Nov 2021 – Dec 2021

#### *DirectSubmit / NYCasting, 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 and internal producers & literary managers via phone conferencing to assist with effective communication
- Researched emerging writers, and stories to pitch new material to managers for screen development

### **VOLUNTEER BROADCAST/PRODUCTION ASSISTANT** Oct 2016 – Jul 2017

#### *Mosaic LA, Los Angeles, CA*

- Ran crafts services for the production team of over 10 people to ensure team was energized
  - Communicated with and completed errands for diverse talent (10)
  - Served as a dolly grip for livestreams to cater to audience of 1000+ people
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## AWARDS & HONORS

**Princess Grace Award Nominee** (*national award recognizing top, extraordinary emerging talent*) 2021

**Drama Banner Bearer Award** (*top student in leadership & academic excellence in all of Tisch Drama*) 2021

**University Honors Scholar** (*top 40% of baccalaureate students in Tisch*) 2021

**Outstanding Achievement in Studio Award** (*award for excellence in acting at Tisch Drama*) 2021

**The Josh Goldfaden Award** (*outstanding contribution to building community of writers & readers at NYU*) 2019

**Director at Tisch 24-Hour Play Festival** (*collaborated in staging a new play in less than 24 hours to present to NYU community & public (70+)*) 2019