

LaCreshia Griffin-Pope

Saint Louis, MO and Los Angeles, CA

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Education:

Webster University | Saint Louis, MO

Master of Arts in Communications Management

Ant. 2019

Bachelor of Arts-Audio Production; Minor-Advertising and Marketing Communications; Certificate in Leadership

Work Experience:

Academy Gold Intern at Telsey and Co Casting, Assistant Intern | Los Angeles, CA *June 2018*

- Work with casting associates on scheduling and holding audition/sessions for Film, TV, Broadway and commercials.
- Seek talent for current shows, This Is Us, Rent Live, One Day At a Time, AJ and the Queen and Black Monday.

Viacom Media Networks, VH1 Development Intern/Assistant | Los Angeles, CA *January 2017-April 2017*

- Assisted with office/administrative task/duties and phone coverage for executives.
- Conducted daily research for current and developing show concepts ideas, talent and incoming pitches.

Time Warner, HLN Programming and Development Intern/Assistant | Los Angeles, CA *June-August 2015*

- Assisted with daily office/administrative task and phone coverage.
- Conducted daily research of programming, ideas and talent for TV, digital and web formats.

Kids At Play, Production Intern | Los Angeles, CA *June-August 2015*

- Assisted in office and on set with production and development.
- Maintained daily office tasks including phone coverage and attended weekly staff meetings.
- Researched ideas, talent and content for current and upcoming development projects.

Viacom Media Networks, VH1 Production Assistant | St. Louis, MO *May 2015*

- Aided production staff and crew on location for upcoming reality series "She Got Game".
- Worked in production office, on location while assisting with errands, driving and equipment setup.

STL TV, Production Assistant | St. Louis, MO *September 2012-2013*

- Assisted with live, remote and field broadcast/productions and tapings.
- Aided with floor direction, teleprompter, VTR operation, camera operation, graphics and audio for broadcasts.
- Provided administrative support and receptionist duties of the front desk.

Viacom Media Networks, BET Production Intern | Los Angeles, CA *June-August 2010*

- Conducted planning and research of locations and talent for the upcoming docuseries "Vindicated".
- Attended weekly pitch meetings and researched ideas for new programming.

Professional Experience:

Square, Level II Support Representative | St. Louis, MO *September 2015-June 2018*

- Assist small businesses with product and service inquiries/issues via phone and email using CRM and company databases.

Webster University, Campus Visit Coordinator | St. Louis, MO *September 2014-2015*

- Coordinated, scheduled and managed over 1,100 campus visits for 2014/2015 school year.
- Interacted and communicated daily with visitors, admission counselors, faculty and staff.

Caleres, formerly Brown Shoe Company, Customer Service Associate | St. Louis, MO *July 2013-2015*

- Handled over 200+ customer inbound phone sales, orders inquiries and compliments/complaints.

Webster University, Media Center Desk Attendant | St. Louis, MO *August 2006-2010*

- Provided service assisting students and faculty with checkout of video, audio, film, photo and various media equipment.
- Maintained studio and media lab binders and up keep of all media equipment and rooms.

AmeriCorps STL, Education Tutor | St. Louis, MO *September 2010-2012*

- Tutored twenty 3rd grade student's communications arts/reading in 1:1 and group sessions.
- Worked closely with teachers/staff and implemented school-wide activities. Also, supervised K-5 afterschool program.

Community Service and Past School Activities:

Webster University Alumni Mentor- *Mentor*, 2016-2017; **Dream Careers Alumni Ambassador**- *Ambassador*, 2015-2017; **St. Louis Serves Day**- *Project Leader*, April 2011/2012; **MLK Service Day**- *Project Leader*, January 2011/2012 **Audio Engineering Society**-*Member* 2006-2010, *Treasurer* 2008-2009, *Vice President* 2009-2010; **Residential Housing Association**- *Member* 2007-2010, *Treasurer* 2007-2008; **Student Government Association**- *Senator for School of Communications* 2007-2008

Computer (Mac/PC), Microsoft Office Suite (PowerPoint, Word, Outlook, Excel, SharePoint), Google Docs, Social Media (Twitter, Facebook, Instagram), Final Cut Pro, ProTools, Customer Service, CRM Databases; Data Entry, Reception, Answering phones, Scheduling, Administrative Tasks