

# | BECKY T. BORDO |

me@beckytbordo.com

## PROFESSIONAL EXPERIENCE

**Personal Assistant** | Eric Andre, Sick Duck Inc.

10/2011-Present

- Coordinate all scheduling for Eric Andre's business and personal affairs, communicating effectively between entire team: Agent, Manager, Publicist, and all work and personal contacts.
- Book and upkeep all travel documents by creating travel grids, keeping records of travel details, and taking care of all payments, receipts, and filings.
- Complete any given task, both business & personal in a timely, professional, and courteous manner.
- Run lines and proofread scripts, occasionally accompanying Eric to table-reads, auditions, and tapings.
- Create systems to better complete tasks, and make life easier for the entire team.

**Producer/Media Manager** | Doctor Evidence

10/2013-Present

- Generate content/video concepts, collaborating with CMO on the best content
- Creating budgets, production schedules, and conducting day-of production, as well as overseeing post-production to ensure satisfactory content delivery
- Reaching out to industry contacts to set up meetings regarding content/future of Doctor Evidence, and thinking outside of the box in pushing projects forward.

**Executive Assistant & Event Coordinator** | Kitchen12000

2010- 2012

- Generate and carry-out events for top catering & event production company; from booking events, to creation of event Scope of Work & production schedule, to staffing the event & communicating between client, vendors, and staff.
- Act as on site staff for events; serve food, bartend, and host all event-types (weddings, bar mitzvahs, corporate parties, fine dining, promotional events, and many more).
- Interview prospective staff candidates, and train new staff members.

**Nanny/ Caretaker / Family Personal Assistant** | Philadelphia & Los Angeles Families

2000- Present

- Take care of children ages birth through pre-teen and teenage years, from diaper-changing, feeding, educating, and disciplining.
- Communicate positively with youth, encouraging positive interpersonal communication.
- Sustain a healthy regimen and structure as directed by parent, fostering a positive familial collaboration.

*References upon Request: including James & Kimberly Van Der Beek, David Kneebone, and more.*

**Executive Assistant & Event Coordinator** | Sebastian Entertainment, LA

2008-2010

- Supervise staff of 20-30 promoters, communicating weekly events and schedules.
- Reach out to VIP clientele, events, and potential sponsors.
- Oversee nightly events to ensure customer satisfaction.

**Public Relations Director** | Varsity Fitness, Penn Valley, PA

2007-2008

- Devise original marketing strategies and campaigns to increase membership & revenue.
- Conduct business meetings with third-parties and clients regarding public outreach.
- Personal trainer for clients on the use of exercise equipment & regarding health and well-being.

**Advertising Manager** | The Temple News, Philadelphia, PA

2004-2007

- Increase college newspaper's overall revenue by \$30,000, permitting biweekly production.
- Responsible for booking all advertisements, sustaining a satisfied client-base.
- Advise clients on the best design and marketing approach for their ad, coordinated booking.

**SKILLS & ACHIEVEMENTS**

- Acting (for camera and stage) & script-writing training & experience.
- Internships with *ABC-Channel 6 WPVI* as Production Assistant. As well as in London for *The Community Channel* as Publicity Assistant.
- Proficient knowledge of Word, Excel, Final Draft, iMovie, with hands-on experience in pre-production, production, and post-production phases.
- Fluent Hebrew, Conversational French.

**EDUCATION**

- B.A. Communications, Theater Minor, Temple University, Philadelphia, February 2008 (Summa Cum Laude)

*References furnished upon request.*