

NANCY L. MILES
10703 AVONBURY AVENUE
WHITTIER, CALIF. 90603
(562) 947-3169
miles12@verizon.net

A resourceful, imaginative, ardor, receptive and Pan gloss progressive writer seeking full time retainment.

EDUCATION: M.A. Masters in Communication Calif. State University Fullerton
B.A. Major: Journalism Minor: TV/Film Calif. State University Fullerton
A.A. Associate Arts Degree Major: Communication Minor: Art/ Fashion-
(Updating my MA in Communication to include Digital Communication)

EMPLOYMENT:

Edgar J. Scherick & Associates: Assistant/writer for office 2000 - five months

- Read and write script synopsis for script advancement projects in the entertainment domain about 50% of time in office and outside of office.
- Pursue new script notions from bestseller lists, book assessments, TV shows etc. usually on weekends or weeknights about 30%.
- Solve problems from submitted writer's treatments/scripts analytical skills used such as simple accounting for office.
- Also office concerns include reservations, phones, updating files, correspondence, etc.

I incessantly worked at retail facilities and administrative assistant positions while financing college education. These include:

Museum Company: Rouping and Art Curator for the store. 1998-1999

- Was the only one hired after the holiday shopping season had ended in January.
- Brought in 55 to 75 new clients while working at the store for eight months such as word of mouth, flyers and telling customers in the mall about the store.
- Commenced a new system where the store would keep a log of customers who spend over \$500+ to alert them to future promotions/sales or events which improved efficiency.
- Alerted the manager of at least 25 new items (ex. miniature shoe/purse collection) that could be sold at the store based on customer's collection requests.
- Also showcased artists displays of merchandise that were currently on display at local art museums to show customers that the artist show was in town and they could buy replicas of the artist's works on merchandise.

Temp employment at various companies thru Dial, Assured, Comet and Apple one: 1993-2002

- Completed temporary assignments 100% at various companies who acquired assistance during my temporary assignment- Administration assistant, file, type, and answer phones.
- Give 100% research on Internet and use computer programs and 100% write and design reports also given to me for completion.
- Would easily learn a new system for instance, mail systems that required technology knowledge at the time so that the company could rely on me to get their mail at on time.
- Solve problems about 40% with customers, orders, over the phone or find someone who did not have an account.
- Set up catering for one company and take down displays for another company.

California State University Fullerton: Project Head. 1998

- Devoted 100% of myself while I managed an eleven-person group to oversee project of developing and improving Television/cinema
- Meeting with other college officials to see how their cinema school was set up.
- Initiating a board to improve relationships with current instructors and getting people to serve on this board who work in the industry so that students can learn from actually people who work in the TV/Film industry. This involved meeting face to face with people and writing letters to address industry professionals to meet me.
- Mounting, publicize, running, consult, public dealings, advise, text and commune about this film project which is now in fruition at the university.

COMPUTER SKILLS: Microsoft Word, Excel, PowerPoint, Access. Internet skills Lexis, Opac, Netscape, etc. Writer's tools: Script-ware and Writer's ware.

PUBLISHED SAMPLES: 2000-Song for Songwriter's Competition Anthology

1998-1999 Poems in Poets Society Anthology

Articles published in newspapers from Whittier Daily News 1993, 1992-1991 Titan News, 1980's articles in El Paisaino News and magazine One Woman.