Jake Cooper

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Highly skilled and hard-working management assistant with a genuine interest in the entertainment industry. Experience working in an agency environment and with high-profile talent. Confident with diary/travel coordination, contracts/invoicing, social media management and general office administration.

EDUCATION

University of Leeds   September 2016 – July 2019
2:1 - BA English Language & Linguistics
Haberdashers' Aske's Boys' School   September 2009 – July 2016

EXPERIENCE
Management Assistant (84 World)
July 2020 - present
- Client campaign and diary management, activation of confirmed deals/activities.
- Full office administrative support and social media assistance.
- Liaising with clients and brands on a daily basis and fielding enquiries.

Freelance Casting/Production Assistant (Liquid Violet)
November 2019 - March 2020
- Duties included assisting casting producer researching potential actors for Netflix.
- Assisting clients, voiceover actors and sound engineers.
- Responsible for creating contracts and ensuring actors signed NDAs.

Intern (Hamilton Hodell)
February 2020
- General assistance to all agents and helping to maintain the smooth running of the office by answering phones and welcoming visitors.
- Script breakdowns and assisting with filming/editing of client audition tapes.
- Experience liaising with clients.

Freelance Production/Talent Assistant
September 2017 – January 2020
- Responsibilities involve looking after talent (*Miranda Hart, Ant & Dec, Jessie Buckley*), diary/travel coordination, invoice and expenses management and general office administration.
- Work with talent, crew and the public to keep the production running smoothly and resolve any problems.
- Credits include the **BAFTAs, BRITs, MTV EMAs, Britain's Got Talent** and **Kevin Hart's Netflix Special** amongst others (see next page).

Media Coordinator (HitClub UK)
April 2018 – present
- Maintaining and updating website to show latest events and content.
- Creation of promotional content for online use.
- Management of digital assets and social media channels.

Artist Liaison
September 2019
- Point of contact between talent and production team.
- Coordinating hospitality and catering requirements including supplying items for talent's rider.

KEY SKILLS
- Video editing (Adobe Premiere/FCPX)
- Social media
- Pro-active multi-tasker
- Communication and flexibility
- Attention to detail
- Organisation

CREDITS

BAFTAs -Artist liaison to **Jessie Buckley**, and general office administration.	Whizz Kid	Feb 2020 (& 2019/2018)
The Eternals -On set location assistant dealing with the public.	Marvel	January 2020
First and Last -Assisted both casting and floor teams with contestants and game preparation.	Endemol	December 2019
Miranda 10th Anniversary Special -Responsibilities include data wrangling, sourcing props and assisting **Miranda Hart**.	Monkey Kingdom	Oct-Nov 2019
The Challenge Reunion -Worked with the cast bringing them to set and providing general talent support.	MTV	Sept 2019
Bvlgari Launch Event with Ellie Goulding -Assisted camera crews setting up equipment.	Gold Wala	Sept 2019
Mo Gilligan Netflix Special -Production paperwork including getting release forms signed by audience members and distributing call sheets/schedules.	Whizz Kid	April 2019
Kevin Hart Netflix Special -Supported production team in obtaining release forms signed by contributors.	Tiger Aspect	Sep 2018
Made in Chelsea -Talent runner to the cast, acting as a stand-in and ensuring they were in the studio when needed.	Monkey Kingdom	May 2018
BRITs Red Carpet and Backstage -Assisted gallery team in OB truck.	BRITs TV	Feb 2018
Britain's Got Talent London Auditions -Worked as backstage runner coordinating contributors and assisting with interviews.	Thames	Jan 2018
MTV European Music Awards -Managed catering and hospitality requirements.	Whizz Kid	Nov 2017
Kingsman World Premiere -Created cue cards and talent runner to presenter Alex Zane.	Sassy	Sep 2017

REFERENCES
Available on request