

# JAKE COOPER

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Highly skilled and hard-working with a genuine interest in the entertainment industry. Experience working in an agency environment, on-set and with top-level talent. Confident with managing multiple deadlines, remaining calm in high-pressure situations, and a wide range of administrative & logistical responsibilities.

## KEY SKILLS

Attention to detail  
Problem-solving  
Multi-tasking  
Quick learner  
Communication  
Pro-activity

## TECHNICAL SKILLS

Video Editing (Premiere/FCPX/iMovie)  
Adobe Photoshop  
Spotlight & Tagmin  
Shopify / Wordpress  
Google Drive / Dropbox  
Microsoft Office

## EMPLOYMENT

TALENT MANAGEMENT ASSISTANT | 84 World | July 2020 - Present

Management assistant for multiple high-profile clients across music, television and social media. Campaign activation and analysis, diary management and general office administration. Assistance with commercial partnerships as well as live events, digital strategy and IP creation.

CASTING/PRODUCTION ASSISTANT | Liquid Violet | November 2019 - March 2020

Supporting casting producer with research, assisting clients, voiceover actors and sound engineers, creating contracts and ensuring actors signed NDAs.

INTERN | Hamilton Hodell | February 2020

General assistance to all agents, script breakdowns, client audition tapings, liaising with a breadth of clients and general office administration.

PRODUCTION/TALENT ASSISTANT | Freelance | September 2017 - January 2020

Responsible for looking after high-level talent (Ant & Dec, Miranda Hart, Jessie Buckley), diary/travel coordination, invoice and expenses management and general office administration. Working with talent, crew and the public to keep productions running smoothly and to resolve any problems. Credits including the *BAFTAs*, *BRITs*, *MTV EMAs*, *Britain's Got Talent*, *Made in Chelsea*, *Kingsman World Premiere*, *Marvel's The Eternals* and *Kevin Hart's Netflix Special*

## OTHER EXPERIENCE

Volunteer | Leeds International Film Festival | November 2018

Experience working with confidential information, writing letters, working with spreadsheets & databases.

Media Supervisor | Camp Wise | May 2017 - August 2019

Lead a team of media specialists including photographers and videographers.

Work Experience | Various

Outreached and did placements at companies including StudioCanal, BBH LA, Fullscreen, Fulwell 73, the O2 Arena and Pebble Studios.

## EDUCATION

The University of Leeds | 2:1 BA in English Language and Linguistics | 2016-2019

Haberdashers' Aske's Boys' School | 2009-2016