

# TAYLLA SMITH

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## EDUCATION

**HOFSTRA UNIVERSITY**  
*Bachelor of Arts*  
September 2013 - May 2017

Video/Television  
(Concentration in Writing and Producing)  
Minors in Fine Arts and Public Relations

Cumulative GPA: 3.6  
Major GPA: 3.8

## PROFESSIONAL EXPERIENCE

### TELSEY + COMPANY

#### *Casting Intern*

September 2016 - Present

- Compile sides, cast, and director materials for TV and theatre auditions
- Participates in auditions & feedback sessions along side casting directors
- Prints and files headshots and prepares audition space and actor schedules

### ELEVEN SEVEN MUSIC GROUP

#### *Digital Marketing/ Production Intern*

February 2016 - May 2016

- Develop and complete a marketing plan for a music artist
- Assist and observe the production team with filming and editing videos
- Pitch various artists to venues and music companies in over 40 cities

### 88.7 WRHU RADIO

#### *Announcer/DJ*

January 2014 - Present

- Perform a bi-weekly music show, broadcast on the radio and online
- Record the music playlist for the show for official charts for the station
- Offer volunteer services for the station's marathons and fundraisers

### STORYHOUSE PRODUCTIONS

#### *Development/Casting Intern*

May 2015 - July 2015

- Brainstormed and researched concepts for a new television project
- Contributed to organizational projects for the development of the series
- Inquired about casting and stock footage for the series

### OFFICE OF ADMISSIONS

#### *Student Ambassador (Pride Guide)*

January 2014 - Present

## WORK EXPERIENCE

- Recruit 100+ volunteers as a member of the Executive Board
- Conduct interviews with potential candidates for the program
- Engage with prospective students and their families

### GAITHERSBURG AQUATICS

#### *Finance Coordinator*

May 2014 - September 2016

- Oversee cashiers while on duty, ensuring positive customer service
- Respond to any customer or cashier question or concern
- Maintain finances and rental reservations for the facilities

### PUBLIC RELATIONS SOCIETY

#### *Active Member*

September 2014 - Present

- Attend meetings and events to better understand public relations
- Learn professional skills to use in the public relation's field

### NEXUS YEARBOOK

#### *President/Co-Editor & Chief*

September 2013 - Present

- Design the layout for the publication, oversee the staff and content
- Manage and plan the events and contracts for the publication

## CAMPUS INVOLVEMENT

## SKILLS

- Microsoft Office
- Adobe Photoshop
- Adobe Indesign
- Adobe Premiere
- Adobe Illustrator
- Salesforce
- Chyron
- Avid Media Composer
- Google Drive
- Audition
- Keynote
- Pages
- Basic Spanish
- Cetlx

## SOCIAL MEDIA

- Facebook
- Twitter
- Tumblr
- Instagram
- Wordpress
- Pinterest

## INTERESTS

- Development
- Casting
- TV Writing
- Photography
- Editing
- Music