
Talent Agent Resume

Job Objective

To obtain a Talent Agent position and to contribute to the success and reputation of the company.

Work Experience:

Talent Agent, May 2004 – Present

Lustig Talent Enterprises, Inc., Kissimmee, FL

- Obtained auditions and negotiated contacts for the clients.
- Worked directly with staff and COO to develop web application for talent database.
- Developed Partnerships and Relationships with Corporations.
- Crafted agency processes and systems.

Talent Agent, March 2002– April 2004

Q2 Sports and Entertainment, Kissimmee, FL

- Oversaw daily business matters of an artist.
 - Arranged auditions for the actor.
 - Completed assigned tasks such as power-point presentations and press releases.
 - Developed relationships with Entertainment and nightlife industry.
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Summary of Qualifications:

- Vast experience in recruiting and customer service
 - In-depth knowledge of Talent and Performance Management processes
 - Proficient in talent management systems, SAP, Microsoft Office applications (Word, Excel, Outlook, Access, PowerPoint)
 - Ability to develop flawless talent data
 - Excellent organizational skills
 - Strong communication and leadership skills
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Education:

Associate Degree in Paralegal Studies, Miles Community College, Miles City, MT

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