



CONTACT



832-488-6679



yasmine.amorrow@gmail.com



Richmond, TX

EDUCATION

- **Bachelor of Arts, Communication**
Howard University, Washington, D.C.
Concentration in Media & Film
Minor in Acting

CORE COMPETENCIES

- Campaign Management
- Conducting Interviews
- Copywriting & Editing
- Conflict Resolution
- Digital & Audio Broadcasting
- Directing Studio & Field Shoots
- Event Planning & Scheduling
- Filmmaking & Production
- International Television
- Journalism
- Live Broadcasting
- Media Training
- On-Demand Services
- Public Relations
- Relationship Management
- Remote Producing & Programming
- Social Media Content Creation
- Storytelling
- Streaming Platforms
- Superior Written & Grammar Skills
- Talent Management
- Video Production

YASMINE MORROW

MEDIA PRODUCTION

PROFESSIONAL SUMMARY

An award-winning, multifaceted, and forward-thinking Media Professional with demonstrated success in media production. Diverse experience in performing arts, theatre direction, and acting with a keen eye for fashion, film, television, music, and entertainment trends. Stellar record of collaborating with industry professionals to produce marketing material aligned to company brand. Broad project management and production assistance experience with the proven ability to facilitate job creation, manage deadlines, and execute administrative functions efficiently. Superior skill set in leadership, client interfacing, vendor management, and collaborating with cross-functional teams to drive company's productivity.

PROFESSIONAL EXPERIENCE

ACCOUNT SERVICES ASSISTANT FOR THE CREATIVE AND STRATEGY DEPARTMENT • PARAMOUNT, NEW YORK, NY • 06/2022 – 01/2024

- Provided comprehensive support to leads and project managers in daily work functions
- Captured and disseminated meeting notes and minutes to facilitate weekly status reports
- Scheduled communications and organize content for departmental meetings
- Conducted inventory checks and order office and art supplies as needed
- Booked travel arrangements and prepared monthly expense reports and reimbursements
- Provided administrative support for Senior Vice President (SVP) and fulfill ad-hoc duties
- Tracked assets being sent by VP of Operations for Paramount Rebrand rollout
- Engaged in weekly communication with SVP sharing team's creative assets
- Scheduled and attended monthly meetings with PMs to review projects and workflow
- Streamlined award submission processes from entering entry forms and support materials online to processing payments and following up to determine nomination and winner status
- Closed out and archive projects in Workfront and on financial close out sheets
- Collaborated with production and PM team to handle trafficking and timing for production routes while providing merch project support and managing samples and route proofs
- Worked with management teams to curate departmental branded materials
- Provided assistance with Workfront department for new hires by troubleshooting issues
- Oversaw the distribution of digital assets and support the process of acquiring images and logos for specific projects and general departmental use

PRODUCTION ASSISTANT • MTV VMAS, DIGITAL LIVESTREAM • 09/2023

- Assisted the digital live stream team for MTV, providing feedback for certain livestream angles, necessities for MTV's digital team and served as a production liaison from the technology trailer to livestream team

PRODUCTION ASSISTANT • PARAMOUNT INTERNAL BUSINESS SHOOTS • 10/2022 – 12/2023

- Worked alongside Paramount Owner Shari Redstone and Paramount Global's CEO Bob Backish, aiding the director with immediate necessities and providing feedback on scripts, shots and revising for live streaming

AWARDS/RECOGNITION

- Brainstormed creative direction for Paramount Global that earned a Promax (North America) nomination for the Creative & Strategy Dept.
- United States of America Artistic Grant, July 2020
- Teen Vogue Magazine, featured for being the first plus size model selected to be a runway model in Howard University's 2018 Homecoming Fashion Show, Washington, D.C., October 2018
- Howard University Elite Models, chosen to be a member of a highly prestigious organization that encourages an appreciation for the arts through fashion and mentoring to the community, D.C. April 2018
- Howard University Alternative Spring Break, chosen to be a panelist to represent the Cathy Hughes School of Communications to educate, inspire and mentor youth in underserved communities. Belle Glade, FL, March 2018
- IMDB Credit, Earned IMDB Credit for performance in movie, "Sinners Wanted". Washington, D.C., October 2017
- NAACP ACT-SO Competition Winner. Bronze winner, "Dramatic Acting" Regional competition in Houston, TX, May 2015
- Howard University Alumni Scholarship Winner, Houston, TX May 2015
- Coast Regional Seller
- National Thespian Qualifier

TECHNOLOGY SKILLS

- Keyboarding Skills
- Web Browsers
- Office 365
- Researching
- Troubleshooting
- Writing & Editing documents
- Social Media skills
- Data Entry
- Zoom
- Outlook
- Direct Messaging
- Content Marketing
- Spreadsheets (Excel, Google Sheets)

MAKE-UP ARTIST • MAC COSMETICS • 09/2019

- Served as a beauty consultant and advisor to clients

WHUT INTERN • HOWARD UNIVERSITY TELEVISION STATION • 09/2019

- Supported the Production Manager and Screenwriter for the TV show "Artico" with coding, filing, organizing, research and relationship building

MODEL COACH AND PRODUCTION CONTENT CURATOR • GEORGETOWN UNIVERSITY • 08/2018

- Taught aspiring models basic methods of runway fundamentals

VIDEOGRAPHER • HOWARD UNIVERSITY NEWS SERVICE • 04/2018

- Covered the "Howard University Protest"

VIDEOGRAPHER/PHOTOGRAPHER • HILLTOP NEWSPAPER • 04/2018

- Selected to perform the publication and photo responsibilities for the campus newspaper

MAKEUP ARTIST/SALESMAN • TARTE COSMETICS • 04/2018

- Applied makeup and prosthetics to aesthetically enhance celebrities, performers, individuals, entertainers, or for special events such as weddings

ASSISTANT TO THE ARTISTIC DIRECTOR • THE ENSEMBLE THEATRE • SUMMER 2016

- Assisted the Artistic Director with casting, call backs, fielding calls to agents, producing deliverables, various administrative duties and managed office operations
- Managed calendars, events and schedules for management and executives

VOLUNTEER EXPERIENCE

- Community Service Member, Howard Elite Models 2017-2019
- Justice for Juniors, Chairwoman/Head Mentor 2017 – 2018
- Howard University's Green Team, Coordinator 2016
- Inventive One S.T.E.A.M Summer Camp, Coordinator/Intern to CEO 2014 - 2015