

JANA L. FREEMAN

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PROFESSIONAL EXPERIENCE

Norman Regional Health System (NRHS), Norman, OK

Unit Secretary, February 2008 – Present

- Interacted with diverse patients, doctors, nurses, and technicians in the Emergency Room (ER) Unit
- Prioritized all tasks and multitasked in fast-paced, ER Unit
- Organized diagnostic test results to ensure accommodations were accurate
- Initiated, processed, admitted and reviewed over 50 patient charts daily
- Operated several software systems through the NRHS Network
- Corresponded with management director and monitored statistical data

Norman Regional Health System, Norman, OK

Receptionist, May 2003 – February 2008

- Assisted as a resource for other receptionists, staff members and volunteers
- Multitasked and managed business relations, such as clerical support
- Networked, while ensuring effective communication between various departments, doctors, patients and families
- Maintained flexibility and performed additional duties whenever needed

PEGI: an entertainment agency, Los Angeles, CA

Casting Director, November 2001 – October 2002

- Selected and hired background actors for numerous series and films
- Hired three diverse casts for various 13-episode television (TV) series
- Coordinated and met needs of directors, producers, actors, and film crews
- Auditioned and negotiated services of actors for multiple films and videos
- Read and analyzed scripts to guarantee coherent production
- Wrote contracts for actors and assisted producers and directors

Indigo Entertainment, Marina del Rey, CA

Associate Casting Director, January 1999 – November 2001

- Assisted in casting 30 feature films and managed actors' availability
- Collaborated with directors and producers in pre-production and production
- Coordinated cast auditions and composed contracts for actors
- Built relationships and provided creative skills to enhance the organization and ensure production success

EDUCATION

Magic Casting: Production and Support Agency, Hollywood, CA: Internship

University of Oklahoma, Norman, OK: *Studied Fine Arts and Arts History*

SKILLS AND INTERESTS

- Creative and innovative thinking
- 7 years of casting experience
- Multitasking
- Supervising
- Liaison for director and actors
- Recruiting
- Flexibility
- Effective communication skills
- Contract writing
- Nightly news casting
- Interpersonal skills
- Negotiating
- Producing
- Scheduling and booking talent
- Organization
- Interviewing