

SHELLY HOPKINS

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4415 Broadway Avenue #2
Boston, MA 02118

HOSPITALITY

Intelligent, dependable and outgoing Casting Director has more than 17 years of extensive experience in the Casting Industry. Dedicated Professional is actively seeking a challenging role in hospitality and client interaction, ideally in a dynamic and progressive company. Resourceful candidate demonstrates high professionalism with keen attention to detail, ability to face challenges head on and resolve concerns with single-minded determination, to ensure the delivery of complete viewer satisfaction. Versatile professional thrives in demanding team environments, leads others by example, and excels under pressure.

- ✦ Sales, Marketing & Event Planning
- ✦ Marketing Management & Development
- ✦ Strategic Planning & Communications
- ✦ Project Management & Casting
- ✦ Leadership & Time Management
- ✦ Resourceful & Creative Problem Solving

PROFESSIONAL EXPERIENCE

Christine Wyse Casting

2010 – Present

Maura Tighe Casting

2009 – 2010

Partner/Casting Director

Boston, MA

- ✦ Conducted requirements assessment for production through regular communication and collaboration with advertising agencies, production teams, and directors.
- ✦ Facilitated strict outlining and execution of casting strategy based on specifications and budget of project.
- ✦ Served as liaison between production and talent agents while negotiating talent rates and finalizing contracts.
- ✦ Utilized expertise in multiple forms of acting including film, television, tv commercial, radio, print, non-actor "on the street" casting during casting sessions, extracting from talent what is necessary for them to book the job.
- ✦ Established, maintained and continually developed talent database of performers in both Boston and New York by attending performances.
- ✦ Accomplished all bookkeeping, billing, financial, and HR duties; generated new business through telephone and email outreach, social media, and industry events.
- ✦ Oversaw all daily operations of a high-volume casting office and purchased and successfully transitioned into self-named casting company.
- ✦ Performed casting of "Boston Guys" for Dish "Hopper" Campaign, several prominent "real people" campaigns, including Stop & Shop, Hannaford and Gorton's..
- ✦ Accomplished casting for hundreds of television and radio commercials, including many TV spots for toys involving kids.

Donald Case Casting

2005 – 2008

Freelance Casting Director

2002 – 2005

Casting Director

New York, NY

- ✦ Prepared and scheduled casting sessions based on needs of project; researched and implemented upgrade of computer system and video upload system.
- ✦ Directed and coached talents in on-camera and voiceover casting sessions, explaining needs of role and getting best performance out of the talents.
- ✦ Accomplished hundreds of casting sessions for toy commercials successfully, involving talents ranging from newborns to teens.
- ✦ Supervised talent in auditions for several of NYC's top casting companies including Kipperman Casting, Martine Casting, and Pam Fahey Casting.
- ✦ Carried out extensive in-home interviews for candidates for Bravo's "Queer Eye for the Straight Guy" for Maura Tighe Casting.

OTHER WORK EXPERIENCE

Tighe & Doyle Casting

1998 – 2002

Casting Assistant/Director

Boston, MA

Element Books

1997 – 1998

Publicity and Promotions Assistant

Boston, MA

EDUCATION & TECHNICAL SKILLS

Columbia University, Barnard College, New York, NY

Bachelor of Arts Degree in English

Harvard University, Boston, MA

Radcliffe Publishing Course, Intensive Certificate Program

Microsoft Office Suite (Word, Excel) ✦ QuickBooks ✦ iMovie ✦ Audacity ✦ SoundStudio

References Gladly Provided Upon Request