

VALERIE DUJSIK WATKINS
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OBJECTIVE

I am currently seeking a position that will feed my passion for challenging experiences that foster my professional and creative growth while benefiting those involved with every element of the project at hand.

GENERAL EXPERIENCE

THE SOAPBOX LAUNDRO-LOUNGE

Downtown Wilmington NC

- Owner/Operator/Manager 2002-2013
 - Managed scheduling and staff of 20+
 - Support of sales through general bar sales and live entertainment.
 - Document development of Box Office sales using E-Tix. 4years+
 - Ordering and inventory of weekly/monthly products.
 - Oversight of staff/customer/client relations.

FILM INDUSTRY

Screen Gems Studio, Wilmington, NC

- 13+ Films Office/Administrative/Production Assistant related jobs within the Film Industry 1998-2014
 - Production assistant
 - Producers assistant
 - Talent (personal) assistant
 - Assistant to Production Coordinator
 - Assisted in talent travel accommodations
 - Script supervision and revision
 - Filed documents as needed on a daily basis in a high paced office environment
 - Reviewed job applicants and assisted with resumes, matching applicants to their desired production departments.

Most recent Productions include:

BLUE MOUNTAIN STATE
MAX STEEL
WERE THE MILLERS
SAFE HAVEN
LOGGERHEADS
80 WINDOWS

OTHER RELATED EXPERIENCE

- CHANGING CHANNELS
 - Comedy Troupe, Wilmington, NC
 - Writer/Live audience Performer 1998-2008/2010
 - Weekly Stage Production & Direction
- ON LOCATION TOURS
 - Tour Guide 2007, Wilmington, NC
 - Walking tours explaining the History of Film and various locations where productions were filmed
 - Expertise

OFFICE SKILLS

I am well versed in every aspect of an office environment. I have exceptional people, phone, and computer skills. My technical strengths include my knowledge and/or experience with such programs as Microsoft Word, Excel, Adobe, E-Tix, and Quick Books.

EDUCATION

Peace College 1992-1996 Raleigh, NC

Graduated with a Liberal Arts Degree –Focus on Music, Technical Theatre, Performing Arts.

I AM QUALIFIED!!!

I am multitask oriented with an incredibly tenacious work ethic.

As a small business owner, multiple property owner, and Mother of two girls, it's been required of me to become exceptionally knowledgeable regarding all facets of managing people, places, and everything in between with above average efficiency and a smile. I am undeniably kind, patient, determined, funny, and never priggish.

PROFESSIONAL REFERENCES

- Craig Rogers – 910.352.1176
- James “Jungle” Shaughnessy 910.262.4252
- Rebekah Erford – 419.297.2728
- Elizabeth Dennis – 910.795.9205

“Finish each day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept in; forget them as soon as you can. Tomorrow is a new day. You shall begin it serenely and with too high a spirit to be encumbered with your old nonsense.”

-Ralph Waldo Emerson