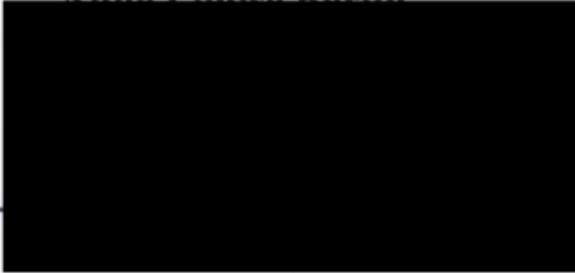


Anne Louise Berlin



**EXPERIENCE**

2000-Present

**Staff Design, Inc. (Formerly Venturi Staffing Partners/Rosemary Scott)**

New York, New York

Executive Assistant.

Executive assistant to the EVP of prime time sales at CBS. Perform all administrative and sales assistant functions, such as coordinating standby reels, processing sales orders, managing travel and expense reports, etc. Perform all administrative functions for key executives of the CBS Corporation, and The Andrew W. Mellon Foundation. Book appointments, manage Outlook calendar, answer phones (including some heavy call volumes), handle correspondence, special events, greet guests, and provide general administrative assistance required. Possess strong experience working as an executive level receptionist and assistant. Have experience interacting with CEO, President, CFO, and EVP level executives at CBS The Andrew W. Mellon Foundation, The Sony Corporation Hearst Corporation, Grey Advertising, Steadfast Financial and others.

1996-Present

**Anne Berlin Entertainment**

New York, New York

Freelance Copywriter/Publicist/Writer/Producer

Provide copywriting services for arts and media related companies. Write press releases, advertising copy, direct mail, package copy, catalogues, promotional materials, headlines, banners, body copy, newsletters, and articles.

Create and conceptualize advertising campaigns for packaging and collateral material.

Wrote and produced "MONACO, A SHORT INDEPENDENT FILM ("Monaco").

Oversaw marketing and public relations for film. Coordinated a celebrity studded premiere, in the presence of H.S.H Prince Albert de Monaco. Monaco was the first short film to be licensed to Romance Classics TV Station, and is housed in a film museum in the South of France. The film premiered in over 25 film festivals in the United States and Abroad and was shown on IFC. Wrote and staged a reading for the screenplay "Three Women of Capri" at The Italian Cultural Institute. Currently in the process of writing, creating, and producing a musical comedy for the stage entitled "Three Girls in Monte-Carlo." Have written and produced nine musicals since 2008 which have all been staged at theater festivals, including New York International Fringe Festival, SPF, and others. Two have won the title best musical; "Charlie Chang and the Mysterious Salami", winner of the Bad Musicals Festival. Most recently REVOLUTION was a 2010 winner best production of a musical reading at Planet Connections Theatre Festivity.

1999-2000

**Benjamin and Ribaud Advertising Agency**

New York, New York

Freelance Copywriter

Copywriter on The Food Emporium account before company sold.

Wrote weekly shopping circular, including copy for in-store promotional events.

Assisted with creative conceptualizing for radio, print, and TV commercials.

1995-1998

**Wathne Corporation, Professionals Cosmetics**

New York, New York  
Copywriter/Sales & Marketing Coordinator  
Wrote all copy for print ads, training materials and in-store special events.  
Wrote copy for promotional pieces, brochures, and for international companies within Wathne, Ltd., including The Moscow Institute for Advanced Studies.  
Coordinated sales and marketing.  
Assessed accounts payable for freelance makeup artists.  
Liaison between the field and corporate offices, including administrative duties.

1994-1995

**Alex. Brown and Sons, Inc.**

New York, New York  
Institutional Sales Assistant for Investment Bankers and Stockbrokers.  
Assisted Institutional Accounts IPO's in public relation and event planning openings.

1994

**George Magazine (John F. Kennedy, Jr.)**

New York, New York  
Freelance Research Assistant.  
September 1994- December 1994.  
Hired by John Kennedy and assisted him and his start up company Random Ventures/PRNY with online advertising for the premiere issue of George Magazine.  
Company acquired, position ended.

1994

**The History Channel**

New York, New York  
Freelance Research Assistant.  
Assisted Public Relations Director.  
Researched historical photographs for the Publicity Department.  
Helped create brochures used in promoting the-then upstart TV Channel.

**SKILLS**

Strong organization and analytical skills.  
Excellent interpersonal skills, office etiquette and phone manners.  
Excellent multi-tasking skills with strong attention to details.  
Strong research and internet search capabilities.  
Software: All Windows O/S, Microsoft Word, Excel, Access, PowerPoint, TREX, Outlook, and WordPerfect.  
Innovative, Creative, Dedicated.

**EDUCATION**

New York University	School of Visual Arts
Bachelor of Arts, May 1994	4 credits, Jan-May 1995
The Gallatin School of Individualized Study	Copywriting
Concentration: History/English	
Oxford University/ New College	AADA
Concentration: History/English, 1993	4 credits, spring 1996

**HONORS**

ASCAP awards plus recipient.  
Commissioned to write and create poetry for His Highness Prince Rainier of Monaco during his Jubilee Anniversary.