

Cara McCastlain
818-203-6335 (cell)
caramccastlain@gmail.com

EDUCATION: Bachelor of Arts, Journalism
University of Arkansas, Fayetteville, Arkansas

EXPERIENCE: 1993-CURRENT
Assistant Director
Freelance Film/Television Production, Los Angeles, California
On set filming experience in television, movies and commercials.
Organization of filming elements before and during filming. Constant communication with executives. Supervise production department. Budgetary responsibility. Hiring and training staff.

1987-1993
Public Information Coordinator
Lifeblood Mid-South Regional Blood Center, Memphis, Tennessee
Responsible for press relations and releases, in-house and outside communications including newsletters, public service announcements, radio and advertising copy and a variety of public education efforts.

1991-1993
Editor/Contributor
Shake, Rattle & Roll Magazine, Memphis, Tennessee
CPJ Mooney IV, Publisher
Monthly coverage of the Memphis and Mid-South music scene with profiles and reviews of signed and unsigned talent and regional performances.

SKILLS: Computer proficient, Microsoft Office, WordPress, Quicken, Movie Magic Budgeting and Scheduling, social networking including Facebook; excellent proofreading and typing skills.

AFFILIATIONS: Directors Guild of America member

REFERENCES: Upon request