

## **REQUIREMENTS**

**(Part time leading to full time possibilities)**

**Proficient with all social media for posting and promotion.**

**Computer and smart phone photo skills.**

**Great with organization planning and scheduling.**

**Good with writing spelling and punctuation.**

**Good with listening and direction.**

**High energy level.**

**Flexible schedule.**

**Outgoing and good with people.**

**Positive outlook and personality.**

**Able to handle my entertainment and personal matters.**

**Strong personality and inner self.**

**Have reliable transportation.**

**Ability to travel in the US.**

## **PREFERENCES BUT NOT REQUIREMENTS**

**Lives in the East side of ABQ or the East Mountains.**

**Familiar with the film and television industry.**

**Aspiring actor or actress for mentorship.**

Please read no further if you do not fit the requirement section....I say this respectfully.

If you do then follow instructions below.

If you are familiar with me then great. If not then please review the links in this press kit to learn more. Reply to [DannyWinn@dannywinn.com](mailto:DannyWinn@dannywinn.com) with your Name, Phone, Social Media links. In a few paragraphs tell me about yourself, your strengths, and why you are interested in being a personal assistant.....Thank you for your interest!....Danny.