

DIAKEIM LYLES

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HIGHLIGHTS OF QUALIFICATIONS

- Over 19 years of experience in TV Commercial Casting Support
- Over 8 years of experience in office Administrative and Marketing/Reservationist/Staff trainer support
- 12 years of professional experience teaching Commercial Casting Improv for TV

SKILLS AND EXPERIENCE

TV Commercial Casting Director (Independent Contractor)

- Currently working freelance for a number of casting agencies in and around NYC.
- Duties include Prepping and conducting commercial castings (on-camera, voice-overs and callback sessions) for local and national Clients as well as studio setup assets and on-set child wrangling experience.

Administrative office, Marketing/Reservationists/Studio Asst Support

- maintained client relations with both old and new clients
- trained clients and their staff on all technical aspect of the office
- Organized and maintained office files and procedures
- Coordinated and reorganized appointments for clients
- Designed and implemented Training Programs for new reservationists
- Supervised and coordinated corporate tours, responsible for improved staff morale
- Supervised and set up studios and equipment for Castings and Classes

Teaching

- Professional TV Commercial Casting Coach

EMPLOYMENT HISTORY

2010 – Present New York, NY	Liz Lewis Casting, Brooke Thomas Casting, House Productions, Jen Halpren Casting
2009 – Present New York, NY	WBWorkshops Commercial Casting Coach
2009-2009 New York, NY	Casting Networks Inc.
2008-2009 New York, NY	One on One Studios
1999-2002 New York, NY	Bliss Spa Reservations

EDUCATION

B.A. Film Editing, the State University of New York at Binghamton