

Mikel L. Peterson  
Email: mikelpeterson07@yahoo.com

### **Career Summary**

Creative and organized professional with a master's degree in Liberal Studies with experience in casting and film production. Positive team player focused on accomplishing tasks in a timely manner. Recognized by leaders for exceeding guest-expectation and by peers for approaching work in an entertaining way. Related skills include: excellent interpersonal communication, time management, problem solving and computer application.

**Bachelor of Science Communication, East Carolina University August 2002- May 2005**  
**Emphasis in Media / TV Production and Broadcast Journalism**  
**Minor in Theater management**

**University of Wilmington North Carolina August2005- December2007**  
**Masters of Arts in Liberal Studies emphasis in Film/ TV production**

**East Carolina University August 2014- August 2015**  
**Certificate in Teaching English in the Two-Year College**

### **Professional Experience**

**Humanities/ACA Instructor January 2010- Present**  
**Craven Community College**

Utilize a variety of teaching strategies and present teaching materials in an understandable and effective manner, using related testing measurements that accurately reflect the stated course objectives. As well as participating in program activities including curriculum and program planning, development, and evaluation. Excellent oral, written, interpersonal and critical thinking skills; demonstrated ability to communicate effectively with a diverse population, online, via phone, or in person; comfortable using various forms of technology.

**Substitute Teacher August 2008 - Present**  
**Craven County Schools, North Carolina**

Job duties include following the lesson plans submitted by the permanent teacher and carrying out the lesson plans with students ranging in grades from Kindergarten through 12th. The implementation of strategies and techniques to promote quality student performance in both academic and social behaviors. Actively support school policies.

**Curriculum Assistant July2012-Present**  
**Craven County Schools, North Carolina**

Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups. Enforce school and class rules to help teach students proper behavior. Help teachers with recordkeeping, such as tracking attendance and calculating grades Support teachers prepare for lessons by getting materials ready or setting up equipment, such as computers. Supervise students in class, between classes, during lunch and recess, and on field trips

**Walt Disney World Resort, Orlando, FL**

**August 2007-August 2011**

Entertainment Department - gaining experience in the operation of a fortune 500 company  
Demonstrate problem solving and decision making skills on a daily basis. Partner with multiple departments to ensure quality service for our guest. Established time management and organizational skills with attention to detail

**One Tree Hill and Bolden! King Bolden LLC, Wilmington, NC January 2007-August 2012**

Casting Assistant- Assist film casting director by setting up meetings and casting sessions, rolling calls, processing mail and general office needs of the casting departments.  
Maintain library of corporate press materials including biographies, company timelines, headshots of over 200 actors and actress. Extensive dealings with agents, managers, studio executives, and other assistants by letting them know what talent was available for all scenes. Updated Shoot sheets and production schedules. Managed effectively over 500-600 movie extras while on set. Understanding of entertainment business planning, with broad understanding of talent, costuming, and techs.

**Student Professional Experience**

**University of North Carolina Wilmington**

**January 2006-May 2007**

**Student Body Television Producer-** Responsibilities include coordinating reporter live shots, news feeds, and video for reporter packages. The producer is also responsible for coordinating material from our stations and maintaining video archive material

Provided dynamic, forward-looking, memorable and fun news program. Assigns stories to anchors, reporters, writers, and editors for scripting, production and timing. Consult with Directors, Anchors and other Producers on production needs. Must meet all requirements and be able to perform all essential duties and responsibilities of a Newscast Producer. Supervises Writers, Editors, Reporters and Photographers in relation to duties necessary for execution of the newscast. Wrote and produce my own soap opera called College for the network.

**University of North Carolina Wilmington**

**January 2006-May 2007**

**Involvement Specialist- reported directly to Campus Activities & Involvement Center office Manager and supports activities and programs of all 177 organizations.**

To handle general office administration including, but not limited to, answering telephones, copying, faxing, messengering, shipping and ordering office supplies. Scheduling/maintaining conference rooms. Displayed leadership ability, including problem-solving, influencing abilities, negotiating skills and continuous improvement process experience. Answering questions about the organization including directions/contact info; welcoming on-site visitors and monitoring visitor access. Updating databases and web pages, research, and project management on a variety of events.

**East Carolina University Student Union Committee Chair    August 2004- July 2005**

Planned and organizes the annual spring festival for all students that including events such as movies, concerts, comedians and other various activities.Past performers include Jason Mraz, and Fabulous. Responsible for selecting, planning, promoting, and presenting lectures, symposiums, novelty attractions, magicians, comedians and special events.Demonstrated experience tracking and maintaining special event and/or show/area budgets with attention to detail.Strong verbal, written and presentation as well as decision making skills. Budgeted, scheduled, called show cues for a variety musical and theatrical performance as well as manage conflict resolutions and gave feedback and recognition to students and faculty. Demonstrated success organizing show schedules that maximize Guest impact, Guest flow dynamics.