



KATE DE SANTIS

ARTS & ENTERTAINMENT MANAGEMENT STUDENT •
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TO WHOM IT MAY CONCERN:

• NEW YORK, NY •

As a student at Pace University studying Arts and Entertainment Management, I have begun to learn the technicalities and the reality of the entertainment industry. Having the opportunity to possibly work with you is a very exciting venture and something I really look forward to hopefully pursuing.

My responsibilities at ATC Management include, but are not limited to organizing a musician's itinerary for a tour and keeping an eye out for new and upcoming talent to seek potential clients. While at ATC Management, I learned about maintaining client discretion and professionalism at all times. When clients are trusting you to represent both them and their art, it is crucial to do so while remaining respectful and keeping all information private if necessary. You can expect that privacy and professionalism will be my utmost priority as your intern. In the past I have interned at Karen's Performing Arts Talent Management. Here, I would perform various duties to support Karen and her clients in a quick and organized manner. This includes everything from utilizing Breakdown Services and Casting Networks to submit our actors for different roles to actually going to college showcases to scout for new talent. I have been able to perform very well at all of my internships because of my organized and detail-oriented nature. I pick up very quickly and my enthusiasm allows me to look at every task as a learning experience.



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PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES:
PORTFOLIO/WEBSITE/BLOG

While I am only a college student, I am **confident** that I can prove my talents with my skills, work ethic, determination, and passion to learn. I would love nothing more than the chance to prove that to you. There is no such thing as a small task to me, as I believe that every little thing contributes to the final product. Whether it's a coffee run or diving into bigger responsibilities, I am there to help get the job done and I want to be someone you can rely on. Thank you for your consideration and I look forward to hearing from you soon.

Best,
Kate De Santis



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