

Availability: Immediately.

Recent film masters graduate, interested in growing career in the creative industries. Have great experience working with creative individuals on the production and administrative side. Knows how to facilitate a cohesive environment between the executives, cast, and crew, where all needs are met, and the best content can be created.

Key Skills

Adobe Suite

Casting Networks

Organization and Communication

Movie Magic Budgeting/Scheduling

Google and Microsoft suite

Mac OSX and Windows 10

Professional Experience

Casting Assistant at O'CONNOR CASTING COMPANY – Chicago, IL Sept. 2018- Present

- Coordinated pre and post production casting process with Directors, Clients, and Agencies.
- Directly involved with casting scripted, real-people,, and extra roles..
- Screened and answered high volumes of calls and emails.
- Created, maintained, and organized multiple schedules and calendars.
- Prepared all paperwork needed for casting including; Exhibit Es, Deal Memos, and Questionnaires.

Production Coordinator at THE SECOND CITY TRAINING CENTER - Chicago, IL Nov. 2015 - 2017

- Produced shows, events, and festivals for the Second City Training Center Theatres.
- Coordinated and organized activities of renters, producers, stage managers, and other theatre personnel.
- Performed production management activities such as scheduling, planning, accounting, and marketing.
- Created and negotiated outside rental contracts.
- Managed day-to-day tracking of up to 45 rental productions a week.
- In accordance with accounting, handled all payments and invoicing regarding theatre expenses
- Created new communication workflow for better rental production process.

Stage Manager for THE SECOND CITY TOURING COMPANY – Chicago, IL Aug. 2014-Nov. 2015

- Supervised and coordinated the work of actors, musical directors, and other stage crew.
- Conferred with on-site technical directors, managers, and crew members on tour.
- Broke down scripts to determine technical, set, and prop needs.
- Coordinated travel and accommodations for upcoming tours.
- Scheduled rehearsals, meetings, and events in accordance with director and cast availability.
- Processed payroll for cast and crew.

Stage Manager at THE SECOND CITY TRAINING CENTER – Chicago, IL May 2013-Nov. 2015

- Operated equipment to produce programs and run live comedy shows.
- Trained new stage managers in use of equipment such as light boards, soundboards, and projectors.
- Acted as liaison between training center staff and rental producers.
- Oversaw all technical needs of the productions.

Administrative Assistant at VALOREM LAW GROUP – Chicago, IL Jan. 2013-Aug 2014

- Provided administrative support to a team of lawyers.
- Answered phones, scheduled appointments, and maintained all office calendars.
- Setup and maintained paper and electronic filing systems for multiple cases at a time.
- Kept office organized and fully stocked with supplies and snacks.
- Assisted in office set-up, meeting preparation, catering, and coordinating work events.

Production Intern at THE SECOND CITY – Chicago, IL Sept. 2012-Jan. 2013

- Act as personal assistant to Touring Company and Cruise Line producer
- Update databases and calendars to keep track of all shows for touring company.
- Maintain and track payments to and from The Second City and outside venues.
- Create packets for shows including: scripts, DVDs, maps, and necessary venue information.

Educational Experience

Producer “Period Piece” at Goldsmiths University

London, UK May. 2018

Producer “The Gentleman’s Club” at Goldsmiths University

London, UK Jan. 2018

Ist Asst. Director “Medusa’s Meltdown” at Goldsmiths University

London, UK Jan. 2018

GOLDSMITHS UNIVERSITY, London, UK

Graduation: September 2018

M.A. Filmmaking (Producing)

SUFFOLK UNIVERSITY, Boston, Massachusetts

Graduation: May 2012

B.A. Theatre with an Arts Management Concentration