

LINDSEY BRISTOL

228-326-6396 | lindseysbristol@gmail.com | www.lindseybristol.com

QUALIFICATIONS

Passionate storyteller skilled in equipping artists with the tools they need to successfully complete projects. Nine years of entertainment development, excellent work ethic, creative problem solving, and focused attention to detail while maintaining cohesive “big picture” vision. Excellent written and verbal communication skills. Fervent collaborator with a pleasant disposition.

SKILLS

- Google Suite
- Mac literate
- typing speed ~74 WPM
- rolling calls
- extensive scheduling
- data analysis and filing
- Bookkeeping, Quickbooks
- crowdsourcing
- multi-tasking in high speed environment
- Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Advance Team Motorcade Driver for White House Staff (Obama Administration)

PROFESSIONAL EXPERIENCE

Casting Associate- Mungoli Theatricals (June 2012 - Present)

- Coordinate schedules for clients, studios, agents, and talent
- Review rehearsal reports for maintenance of ongoing projects
- Research industry trends and discover potential talent relevant to project assignments
- Office Management - organization, filing, rolling calls, desk coverage, email and Outlook correspondence, domestic and international travel, bookkeeping, Quickbooks

Creative Producer, Co-Founder - Funny Girl Productions, LLC (June 2019 - Present)

- Collaborate with writers to develop story ideas into fully realized productions
- Develop and maintain Crowdfunding campaign using Seed&Spark
- Secure Executive Producer partnerships for developmental projects
- Supervise hiring of cast and crew
- Coordinate travel and accommodations for cast and crew during project dates
- Monitor and maintain schedule and budget during production
- Negotiate and obtain contracts and production licenses

Production Manager - Various TV/Film, Theatre, Online Media (June 2012 - Present)

- Select Projects:
 - ESPN - US Open 2012
 - TBN/Bifrost Productions - Televised Christmas Special
 - “Three Souls” - The Actors Fund
 - G.R.O.W. - Livestream Productions
 - “A Walk On The Moon” Workshop- Dir. Michael Grief
 - Winter’s Eve at Lincoln Square
 - Central Chamber Series - Poema Artist Organization
 - “Paper Towels” - Urban Arts Festival

Event Coordinator - Willow Weddings and Events (November 2016 - March 2020)

- First point of contact for clients during event
- Assist Event Planner with schedule and running list of entertainment and vendors
- Coordinate and oversee vendor arrival, set up, and maintenance throughout event
- Track expenses and contracts

Content Creator - Google, Area 120 (March 2020 - September 2020)

- Pitch character and story concepts for improvised and scripted productions
- Test developmental software, and provide feedback reports on consumer usability
- Develop creative content to showcase software for extended test groups
- Livestream content via OBS, Twitch, Youtube

Office Administrator- Glocap (April 2014 - September 2017)

- Various corporate and start-up office assignments including but not limited to:
 - PolicyGenius- People Team
 - Tailwind Capital - Reception
 - Starwood Capital - Office Management
 - Birch Box- Office Management
 - DW Investment Mgmt - Reception
 - Fortress Investment Mgmt - Reception
- Manage office and Executive schedules
- First point of contact for visiting clients and guests, and desk coverage
- Data entry and filing, and expense reports
- General project support as assigned

EDUCATION

University of Montevallo, Alabama- Bachelor of Fine Arts, Musical Theatre, GPA 3.96, *Summa Cum Laude*
Montevallo Honors College, Student Ambassador, Montevallo Maven