

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. Quick and eager learner with excellent work ethic. Creative problem solving. Focused attention to detail while maintaining cohesive “big picture” vision. Excellent written and verbal communication skills. Fervent collaborator with a pleasant disposition. Seeking a Creative Development role in an established production company.

PROFESSIONAL EXPERIENCE

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
- Oversee project development and cohesion across multiple creative outlets
- 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 Coordinator - *Various TV/Film, Theatre, Online Media* (June 2012 - Present)

- Oversee and lead teams through production from inception to completion
- Develop story concepts and assist with script copy
- On-site talent wrangler
- Select Projects: *TBN/Bifrost Productions* - Televised Christmas Special, “*Storm Stories-Hurricane Katrina*” Podcast, “*Three Souls*” - The Actors Fund, *G.R.O.W.* - Livestream Productions, “*A Walk On The Moon*” - Developmental Reading, *Winter’s Eve* at Lincoln Square, *Central Chamber Series*, *Poiema Artist Series Cabaret*, *ESPN - US Open*, “*Paper Towels*” -Urban Arts Festival

Casting Associate- *Mungioli Theatricals* (June 2012 - Present)

- Provide support to Casting Director and Clients
- Coordinate schedules for clients, studios, agents, and talent
- Office Organization, filing, and general functionality
- Office Management - multi line phone system email, and Outlook correspondence
- Coordinate domestic and international travel arrangements
- Bookkeeping, Quickbooks
- Review rehearsal reports for maintenance of ongoing projects
- Research industry trends and discover potential talent relevant to project assignments

Content Creator - *Google, Area 120* (March 2020 - Sept 2020)

- Test developmental software
- 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, *Birch Box*- Office Management, *Tailwind Capital* – Reception, *DW Investment Management* – Reception, *Starwood Capital Group* – Office Management, *Fortress Investment Management* - Reception
- Manage office and Executive schedules
- First point of contact for visiting clients and guests
- Data entry and filing
- General project support as assigned

Teaching Artist/Substitute Teacher - The Spence School (September 2015 - Present)

- Create and develop stimulating and engaging arts curriculum
- Classroom Management
- Developmental Evaluation of students

Assistant Event Coordinator - Willow Weddings NYC (November 2016 - December 2019)

- Assist Coordinator with event timelines and vendor management
- Day-of staff and utilities management
- Build and maintain client relations to ensure quality experience

EDUCATION

University of Montevallo, Alabama

Bachelor of Fine Arts, Musical Theatre, GPA 3.96, *Summa Cum Laude*

Montevallo Honors College, Student Ambassador, Montevallo Maven

Phi Mu Fraternity: Sisterhood Event Chair, Nominating Committee

Miss Montevallo, Gold Side Leader: College Night 2012, Alpha Psi Omega

Upright Citizens Brigade, NY - Improv 101-401, Advanced Study

SKILLS

Microsoft Office (Word, Excel, Powerpoint, Outlook), Google Suite, Mac literate, typing speed ~74 WPM, multi-line phone experience, extensive scheduling, data analysis and filing, multi-tasking in high speed environment, bookkeeping, crowdsourcing, Comedy Improv, Theatrical Performance *Performance Resume available upon request*, Advance Team Motorcade Driver for White House Staff (Obama Administration)