



ADAM GRIFFIN (they / he)

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PROFESSIONAL SUMMARY

Extensive expertise in assisting across fields and fostering industry relationships to promote the team's desired outcomes, with a positive outlook. Adept at implementing digital techniques and streamlining workflows to meet tight deadlines for each project. Proficient in editing, proofreading, and digital marketing for high-quality production outcomes.

WORK EXPERIENCE

Casting Associate Producer | Kinetic Content, Casting Duo, All3Media, Litton Entertainment, The Casting Collective, Renegade, Big Fish Feb 2020 - Present

- Assisted on the 2023 Emmy nominated team for *Love is Blind* and the 2024 GLAAD Media Awards nominated team for *The Ultimatum*, with Kinetic Content.
- Have worked on shows varying from cooking shows (*The Great American Baking Show*) to game shows (*Trivial Pursuit*, *Scrabble*, *To Tell the Truth*) to competition shows (*Dance Moms*, *Exposure*, *We Are Family*, *The Floor*) to dating shows (*Ultimatum* and *Love is Blind*).
- Managed talent selection process, coordinating auditions and evaluating performances to identify ideal candidates for diverse casting projects.
- Fielding talent, meticulously managed casting databases, ensuring up-to-date talent information and efficient retrieval for quick decision-making.
- Consistently met tight deadlines, successfully casting high-volume shows while maintaining high-quality standards.
- Cultivated strong industry relationships, facilitating seamless communication between interviews, and production teams.
- Curating outreach goals, to increase digital footprint and traction, with expanded marketing strategies for the targeted production ask.

Executive Assistant | Unifund, NYC 2017

- Streamlined executive communications, managed complex schedules, and orchestrated high-level meetings, enhancing operational efficiency for one of the top 100 FA's in US, with \$3.5 billion portfolio.
- Fostered strong relationships with internal teams and international partners, facilitating seamless communication and project coordination.
- Meticulously managed travel arrangements, expense reports, and confidential documents, ensuring flawless execution of executive tasks.
- Proposed and implemented cost-saving measures in office supplies procurement, resulting in notable reduction in operational expenses.

Executive Assistant | The Anderson Firm, NYC 2016-2017

- Provided comprehensive administrative support to senior partners, enabling them to focus on high-priority cases and client relationships in multiple states.
- Meticulously proofread complex legal documents, maintaining confidential client information, ensuring accuracy and compliance with firm protocols.
- Implemented innovative scheduling system, reducing attorney downtime and increasing billable hours, leading to substantial revenue growth.
- Streamlined legal document filings, enhancing efficiency and ensuring strict compliance with firm protocols and client confidentiality standards.

Executive Assistant and Runner | White & Allen Law Firm, NC

2014-2015

- Provided comprehensive administrative support to multiple attorneys. Handled sensitive client information with utmost confidentiality. Executed time-critical tasks, consistently meeting tight deadlines.
- Executed time-sensitive tasks, meeting tight deadlines. Improved document management system, significantly enhancing retrieval efficiency and case preparation.
- Proposed and implemented process improvements, enhancing overall workflow efficiency. Adapted quickly to evolving legal tech, boosting productivity.

Ghost Writer

NYC / LA

- Crafted compelling narratives for diverse clients, delivering high-quality content that resonated with target audiences and drove engagement.
- Blended research and creativity to produce original content that set clients apart in competitive markets for: a travel book, an autobiography, and a comedy book.
- Applied notes between agent, publisher and client for deadlines.

Social Media Marketing

NYC / LA

- Analyzed market trends for mom-and-pop shops, to develop data-driven strategies, resulting in enhanced campaign performance and measurable ROI improvements for key clients.
- Pioneered creative content strategies across platforms, driving engagement and fostering brand loyalty through compelling storytelling and interactive campaigns.

Sound Engineer

LA

- Optimized workflow processes, reducing production time and boosting efficiency. Consistently delivered high-quality audio within tight deadlines for podcasts.
- Meticulously calibrated equipment and fine-tuned audio parameters. Ensured impeccable sound quality across various platforms and venues despite challenging acoustic environments.
- With previous production knowledge, integrated topics upon request to amplify the topics for editor and subject.

Production Assistant

2018-2020

- Runner for all departments, and crew shuttles on *The Masked Singer*, *The Voice*, *Latin AMA's*, *LA Opera Live Tapings*, and *E's Live from the Red Carpet* (EGOT, basically).
- Flexible, between projects coordinated, worked in transpo, credentials and even script.
- Prepped and ready at all times for evolving, new tasks as they arise.
- Team player with high energy during long hours.

EDUCATION

BFA with a Minor in Marketing **Grad 2014**

East Carolina University

- Magna Cum Laude

SKILLS

- **Technical Skills:** 88 WPM, Video Editing, Sound Editing, Proofreading, Outlook, Adobe Suite
- **Languages:** English, ASL