

# ADAM GRIFFIN

( t h e y / h e )



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Los Angeles, CA



## EDUCATION

**East Carolina University**  
Greenville, NC

**BFA in Theatre Arts,  
Minor in Marketing**  
Magna Cum Laude 2014

## SKILLS

- Google Docs & Outlook
- Slack & Trello
- Casting Platforms
- Proofreading
- Writing Pitch Pages
- Field Research & Recruiting
- Audio & Video Editing
- Canva & Photoshop
- Social Media Management
- Brand Design
- Teleplay Writing & Editing
- Animation
- Charcoal Art
- Basic ASL
- Team Player
- Optimism

## REFERENCES

Please email a request, and  
I will happily forward!

## PROFESSIONAL EXPERIENCE

### CASTING PRODUCER / ASSOCIATE

Kinetic Content's *Love is Blind*, and *Ultimatum*, 2021, 2022, 2024  
The Casting Collective's *Upcoming Dance Series*, 2023  
All3Media's Newest Dating Series *Single Friends*, 2022  
The Casting Collective's *Exposure*, *We Are Family Game Show*, 2022  
Litton Entertainment's *Free Enterprise*, 2020-2021  
PSA's for *Mental Health*, and *Suicide Prevention*, 2020  
Documentary following *Kids Impacted by COVID*, 2020  
ABC's *To Tell the Truth*, 2019

- Helping teams to find contestants based on categories, utilizing social media, business pages, and news articles
- Contacting and booking both "real people" and actors
- Auditioning and booking talent with LA Casting, Actor's Access and Backstage
- Working with minors for work permits, and non-citizens for work Visas
- Maintaining scheduling via shared grids with optimal organization and finesse
- Part of the 2023 Emmy Nominated Team for *Love is Blind*

### SCRIPT COORDINATOR

WarnerMedia's *HBOMax Announcement*, 2019  
NBC's *The Voice*, 2019

- Maintaining, updating and distributing the schedule & master book
- Aiding Stage Managers, Producers, and Camera Crew
- Working directly with AD and Teleprompter
- Corresponding with talent on call times
- Updating camera plot and call sheets

### PRODUCTION ASSISTANT

E!'s *Live from the Red Carpet* (EGOT, basically), 2018-2022  
Fox's *The Masked Singer*, 2018-2019  
LA Opera's *Live Tapings*, 2019  
Telemundo's *Latin AMA's*, 2019  
NBC's *The Voice*, 2017-2019

- Runner for all departments, and crew shuttles
- Re-stocking production's craft services
- Coordinating transportation and credentials of guests and audience
- Prepped and ready at all times for evolving, new tasks as they arise
- Team player with high energy during long hours

### SOUND ENGINEER / EDITOR

Podcast of *Yelp, Welp*, 2018-2020

- Responsible for finding relative comedic content
- Editing, mixing and splicing before uploading weekly episodes

### BRAND DESIGN / MARKETING CONSULTANT

Jagged Edge Construction Company's *Online Presence and Image*, 2014-2021

- Maintaining social media accounts and all online correspondence
- Curating logos and business cards, designing ads for billboards and social media with Adobe's Illustrator, Photoshop, Premiere, and Audition programs