

# Karlee Squires

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Karlee is a strong leader, a self-motivated, and a hard worker. She is very adaptable to new situations, responsibilities, and challenges and always strives to create a positive working environment.

## PROFESSIONAL EXPERIENCE

AMDA College and Conservatory, City Nites Birmingham, Triple Talent Musical Theatre, Cat Party Portraits

**Marketing Consultant** – Independent Contractor

- Handled multiple company's brands, accounts, and specific marketing needs with goals to increase reach and grow market.
- Skills ranging from Social Media Marketing, Brand Ambassador Programs, Website Building (formatting, metadata analytic, and SEO/focus key words), Email Newsletters, Strategic Target Marketing Consults, Accumulating Reviews and Collecting Survey Data.

AMDA College and Conservatory of the Performing Arts, Los Angeles, CA

**Production Coordinator** – *Marketing Campaign Photo & Film Shoots*

*May 2016 to February 2018; February 2018 to December 2018 (Independent Contractor)*

- Produced and directed marketing campaigns and photo shoots
- Responsible for planning, coordinating, and leading the event day and production team.
- Coordinated models/actors/large groups of extras and assisted Director, Producer, and Director of Photography

**Marketing Assistant**

*November 2015 to December 2018*

- Content creator and manager of social media presence on Twitter, Facebook, and Instagram.
- Built and coordinated email campaigns to promote business.
- Lead research projects and provided administrative support (exp. organizing, filing, and computer skills).
- Kept track of merchandise and retail sales, including cataloguing inventory. Also trained new employees.

Danielle Spires Photography, Los Angeles, CA

**Production Coordinator** – *Coordinator for Pet Photo Shoots*

*May 2018 to December 2018*

Radius Productions, Scott Gill, Los Angeles, CA

**Production Coordinator** – *"Come Find Me" Feature Film*

*June 2016 to September 2018*

- Planned production time frames and aided wherever needed such as an extra gaffer, grip, stunt supervisor, and other jobs.

Da Silva Dance Photography Studio, Studio City, CA

**Photo Editor / Media Technician**

*April 2017 to July 2017*

- Executed creative photo editing of dance images and managed excellent customer support.

Independent Movie Project, Derek Mateo, Los Angeles, CA

**Associate Producer; Assistant Director** – *"Wine Club", "YOU.", "Limbo", "Anyone But!" Short Films*

*August 2016 to January 2017*

- Assisted the director in pre-production, casting, script editing, and saw through the completion of the film.
- Led the team on set, monitoring shoot schedule, coordinating with the actors and crew, and director.

## EDUCATION

**Bachelor of Fine Arts in Music Theatre** - AMDA College and Conservatory, New York & Los Angeles

- Member of Student Liaison Committee; Volunteer at Only in Hollywood Festival

**High School Diploma**- Ecole Secondaire Beaumont Composite High School, Beaumont, AB

- Students Union President; also involved in Students for Peace and Preservation, Yearbook, and SADD

## STRENGTHS, SKILLS, & INTERESTS

- Assistant Skills: Target marketing and research; Social media manager; Daily assistant tasks
- Language Skills: French (conversational), Public speaking skills
- Computer Skills: MAC and PC proficient, Microsoft Office Suite, Adobe Photoshop (basic), Celtex Screenwriting, RoboHead (project managing software), Final Cut Pro, Adobe Premiere
- Interests: Extensive Travel; Ukulele; Performance; Cooking/Baking