

KIMBERLY ALU

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OBJECTIVE

Seeking a position where I can utilize my training and enthusiasm for the craft of television, film, and stage to provide prompt and superior service to clients.

KEY QUALIFICATIONS

- 10 years of extensive experience working as production coordinator and studio manager
- Pleasant personality, courteous demeanor and neat appearance
- Highly skilled in greeting and interacting with guests in a professional manner
- Highly skilled in maintaining organized and consistent work in high stress environments
- Computer: Adobe Premiere Pro, Final Cut, Final Draft, Celtx, MS Office, and Excel; some Quickbooks
- POS: Revel, Square, and Intuit

WORK EXPERIENCE

The Peoples Improv Theatre - New York, NY

February 2019 - Present

- Tech for Sketch House Team *Raditude*
- Box office attendee when needed
- Bartender when needed

Solvency Studios - New York, NY

April 2015 - Present

- Head writer for all inhouse projects
- Producer and set coordinator for all inhouse projects
- Coordinator for marketing strategies and events

Gotham Writers Workshop - New York, NY

September 2015 - March 2016

- Writer for online weekly blog and ran bi-weekly writing contests through company social media
- Handled customer service calls of all current, past, and potential students
- Coordinated marketing strategies and events as well as handled class registrations, open houses, etc.

Space Brain Studios - Woodland Hills, CA

Feb. 2014 - April 2015 (moved to NYC)

- Studio manager for a staff of roughly forty employees
- Head production coordinator and booking agent for all studio bookings (including all VIPs and special guests)
- Scheduled employees each week, as well as all appointments and meetings for owners

The Joint Studios (Sirius Radio) - Burbank, CA

Oct. 2012 - Feb. 2014

- Studio manager for a staff of roughly thirty employees (as well as scheduling)
- Head production coordinator and booking agent for all studio bookings (including all VIPs and special guests)
- Board operator for roughly ten shows a week