

# KIMBERLY ALU

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## KEY QUALIFICATIONS

- 10+ years of extensive experience working as production coordinator and studio manager
- Pleasant personality, courteous demeanor, and highly organized
- 10+ years writing and directing sketch for stage and screen
- Highly skilled in maintaining organized and consistent work in high stress environments
- Computer: Zoom, Adobe Premiere Pro, Final Cut, Final Draft, Celtx, MS Office, and Excel; some Quickbooks

## WORK EXPERIENCE

Socially Distant Improv - New York, NY

March 2020 - Present

- Virtual comedy show streaming via Zoom, Instagram Live, and Facebook Live
- Producer on 75+ live streamed shows per week
- Head organizer on all fundraisers and festivals
- Outreach for show development

The Peoples Improv Theatre - New York, NY

February 2019 - Present

- Virtual teaching via Zoom classes since March 2020
- Level Zero and Level One Improv teacher
- Fundamentals of a Form and Approach to Dramatic Improv teacher
- Improv drop in class teacher (all levels)

Solvency Studios - New York, NY

April 2015 - April 2018

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

Sketchtime Strangers - Los Angeles, CA

September 2014 - April 2015 (moved to NYC)

- Head writer and director for monthly live sketch show
- Producer and set coordinator for all filmed inhouse projects
- Coordinator for marketing strategies and events

The Joint Studios (Sirius Radio) - Burbank, CA

October 2012 - April 2015 (moved to NYC)

- 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