

KELLEY BEAMAN

CONTACT

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BOISE, ID

(806) 778-3561

[HTTPS://TAKEITTO2.COM](https://takeitto2.com)

SKILLS

COMMUNICATIONS MANAGEMENT
SCHEDULING & PAYROLL
SAFETY TRAINED & INFORMED STRATEGIC
OVERSIGHT / RECORD
KEEPING / ADOBE PHOTOSHOP / ADOBE
SUITE & ADOBE CREATIVE CLOUD
GOOGLE SUITE / GOOGLE DRIVE
WEST-LAW / CLEO / LEXUS
MICROSOFT OFFICE & EXCEL / PRODUCT DISPLAYS &
CUSTOMER SERVICE / 65 WPM



PROFILE

Paralegal and operations professional with 20+ years of experience managing complex workflows, coordinating schedules, and leading cross-functional teams in fast-paced environments. Paralegal Certification with training in legal research, legal writing, and litigation support. Highly skilled in document management, deadline tracking, and coordinating communication among attorneys, clients, and third parties. Recognized for exceptional organization, strong analytical thinking, and the ability to manage high-volume projects with precision. Brings a unique combination of legal training and large-scale project management experience to support efficient case preparation and client advocacy.

WORK EXPERIENCE

Event Operations Project Manager - Spotlight Events, Boise, ID – 2024–2025

- Oversaw logistics for 75+ annual dance competitions across multiple venues.
- Coordinated venue management, production teams, and event staff to ensure seamless execution.
- Built and maintained spreadsheets for venue assignments, dressing rooms, and labor needs

Associate Director - Television Productions – NYC, LA, Travel – 2016–2024

- Directed crews and talent on set, ensuring compliance with IATSE safety and COVID protocols.
- Managed camera coverage, story development, and production timelines.
- Balanced creative vision with safety and logistical requirements.

Stage Manager Television Productions – NYC, LA, Travel – 2013–2024

- Coordinated schedules, crew assignments, and on-set operations.
- Produced daily call sheets and production reports.
- Served as key liaison between directors and department heads.

Legal Assistant The Law Office of Kyle Lewis – Dumas, TX – 2022–2023

- Drafted legal documents, maintained case files, and assisted with document submission to clerk.
- Supported attorneys with scheduling, client communication, and administrative tasks.

Yoga, Swim & Fitness Instructor Upper St. Clair Recreation Center – Pittsburgh, PA – 2017–2020

- Taught group yoga, swim lessons, and water aerobics classes.
- Ensured participant safety as certified lifeguard; promoted health, wellness, and fitness.

EDUCATION

CENTER FOR LEGAL STUDIES /North Idaho College - Paralegal Certification

Boise, ID - Graduated December 2025 (9.23 GPA)

TEXAS TECH UNIVERSITY. - BACHELOR FINE ARTS (B.F.A) - Theatre & Dance

Lubbock, TX - . Graduated May 2005 (CUM LAUD)

CENTER FOR NATURAL LIVING - Hatha Yoga Teacher Certification (200 hrs)

Stanhope, NJ - Graduated August 2018

IATSE / Director's Guild of America - (DGA) General Safety IIPP / DGPTP/ ADTPNY/ CSATTF
NEW YORK, NY & LOS ANGELES, CA - Graduated December 2013

References available upon request