

# Kelley Beaman

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## PROFILE

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Film & Television Professional with 19yrs of experience in planning, coordinating schedules and directing crew. Extensive experience in developing communication strategies within multi-media projects, tv shows, films, music videos, and advertising agencies. Great story telling and writing capabilities for both tactical and operational content and vision. Strong project management capability with excellent communication and interpersonal skills that builds strong working relationships.

## EDUCATION

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**B.F.A – Theatre & Dance**  
TEXAS TECH UNIVERSITY  
Lubbock, TX  
Graduated May 2005

**Hatha Yoga Teacher Certification (200hrs)**  
CENTER FOR NATURAL LIVING  
Stanhope, NJ  
Graduated Aug 2018

**IATSE / Director's Guild of America (DGA)**  
General Safety/IIPP / DGPTP / ADTPNY  
CSATTF – Director's Guild of America  
New York City, NY  
Graduated Feb 2014

## SKILLS

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|---------------------------|------------------------|
| • Communications          | • Adobe Photoshop      |
| • Business Development    | • Adobe Creative Suite |
| • Management              | • Web Design           |
| • Scheduling              | • Graphic Design       |
| • Business Administration | • Google Analytics     |
| • Safety Awareness        | • Excel                |
| • Negotiations            | • Microsoft Office     |
| • Strategic Oversight     | • Product Displays     |
| • Customer Service        | • Record Keeping       |

## WORK EXPERIENCE

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### **Stage Manager** (2013 – Present)

- Work directly with AD, Directors & Executive Producers' in coordinating every aspect of production during production.
- Responsible for creating and distributing daily call sheet, schedules & production reports to crew and Production Management team to ensure payroll, daily schedule and future problems are solved and executed efficiently.
- Inform and quality check with department heads to ensure crew assignments, talent call time and creative expectations are met accurately.
- Consistently have direct communication with AD & Directors as schedules and creative ideas shift daily and throughout the entire production schedule.

### **Associate Director** (2016 – Present)

- Oversee the daily operations of set and handle all direction on set for crew and talent, Director's voice on set, while Director gives AD set direction.
- Responsible for crew safety and following IASTE set safety guidelines, covid protocol, and other safety concerns such as special effects, fire or other stunts or elements for creative effect.
- Experiences include directing camera coverage in the field, developing the story (reality tv), quality control, creative problem solving, and attention to detail.
- Organize and create schedules with AD to maintain schedule and creative integrity throughout the course of the production.

*\*References upon request\**