

# Kelley Beaman

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## PROFILE

**Paralegal, Administrative, Event Operations & Production Professional** with 20+ years of experience in planning, coordinating schedules, and leading cross-functional teams. Extensive expertise in communication strategies across multimedia projects, large-scale events, and creative industries, with proven storytelling and content development skills. Strong project management capabilities with excellent communication and interpersonal skills, building collaborative and results-driven relationships.

## EDUCATION

**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**  
*Graduated Dec. 2013*

**Paralegal Certification**  
CENTER FOR LEGAL STUDIES / North Idaho College  
Boise, ID  
*Graduation Dec. 2025*

## SKILLS

- Communications
- Management
- Scheduling
- Safety Awareness
- Strategic Oversight / Record Keeping
- Adobe Photoshop / Adobe Suite
- Web Design / Graphic Design
- Google Suite / Google Drive
- Microsoft Office & Excel
- Product Displays/ Customer Service

## 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.

*\*References upon request\**



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TV / FILM Production Professional

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## TELEVISION CREDITS:

Stage Manager (DGA)	ROCK THE BLOCK SEASON 5 (HGTV)	FALL 2023
Coordinating Producer	LOVE & HIP HOP: COUPLES RETREAT (VH1)	FALL 2022
Coordinating Producer	LOVE & HIP HOP: FAMILY REUNION 3 (VH1)	SUMMER 2022
Supervising Producer	THE JAR LIVE PODCAST / DOCU-SERIES (THE JAR LLC)	SPRING/ SUMMER 2022
Road Manager	WARREN MILLER'S WINTER STARTS NOW (OUTSIDE INC)	FALL 2021
Stage Manager (DGA)	WORST COOKS IN AMERICA 23, 24 (FOOD NETWORK)	FALL 2020
Stage Manager (DGA)	BEN & JERRY'S: CLASH OF CONES (FOOD NETWORK)	SUMMER 2021
Stage Manager (DGA)	DOUBLE SHOT AT LOVE SEASON 3 (MTV)	SUMMER 2021
Stage Manager (DGA)	DEAR...SEASON 2 (APPLE TV+)	SPRING 2021
Field Producer	BATTLE OF THE BROTHERS SEASON 1 (FOOD NETWORK)	WINTER 2021
Field Producer	CHEF BOOT CAMP SEASON 1 (FOOD NETWORK)	WINTER 2020/21
Associate Director (DGA)	WORST COOKS IN AMERICA 21, 22 (FOOD NETWORK)	FALL 2020
Road Manager	WARREN MILLER'S TIMELESS (AIM MEDIA)	FALL 2019
Stage Manager (DGA)	DANCE MOMS REUNION SHOW SEASON 8 (LIFETIME)	SUMMER 2019
Field Producer	MOST EXPENSIVEST SEASON 3 (VICELAND)	SPRING 2019
Additional AD	FLEA MARKET FLIP (HGTV)	SUMMER 2018
Associate Director (DGA)	PROJECT RUNWAY: FASHION STARTUP (LIFETIME)	SPRING 2016
Field Producer	THE NEW CELEBRITY APPRENTICE 15 (NBC)	WINTER 2016
Field Producer	ALASKAN BUSH PEOPLE SEASONS 3, 4, & 5 (DISCOVERY)	SUMMER/FALL 2015
Production Manager	PITCHED SLAPPED (LIFETIME)	SPRING / SUMMER 2015
Stage Manager (DGA)	FOOD NETWORK STAR 11 (FOOD NETWORK)	WINTER/ SPRING 2015
Field Coordinator	CONSUMED: THE REAL RESTAURANT BUSSINESS (CNBC)	FALL / WINTER 2014
Stage Manager (DGA)	INK MASTER SEASON 5 (SPIKE TV)	SPRING/ SUMMER 2014
Field Producer	THE CELEBRITY APPRENTICE SEASONS 11, 12,13,14 (NBC)	FALL 2011 - 2014
Production Manager	DOG & BETH: ON THE HUNT 1 (CMT)	SUMMER / FALL 2013
Stage Manager (DGA)	FACE OFF SEASON 5 (SYFY)	SUMMER 2013
Field Coordinator	THE BACHELORETTE SEASON 9 (ABC)	SPRING 2013
2nd AD	THE FACE SEASON 1 (OXYGEN)	FALL 2012
Field Coordinator	WARPED ROADIES SEASON 1 (FUSE NETWORK)	SUMMER 2012
2nd 2nd AD	PROJECT ACCESSORY 1 (LIFETIME)	SUMMER 2011
Associate Producer	MEREDITH CORPORATION NYC (P&G, KMART, BH&G)	JAN 2011 – FEB 2012
2nd 2nd AD	THE FASHION SHOW 2 (BRAVO)	SUMMER 2010
Assistant Field Producer	THE APPRENTICE 10 (NBC)	SUMMER 2010
1st Team / Paperwork PA	LOUIE SEASON 1 (FX NETWORKS)	SPRING 2010
Assistant Field Producer	THE CELEBRITY APPRENTICE SEASON 9 (NBC)	FALL / WINTER 2009
Production Assistant	PROJECT RUNWAY: ALL STAR CHALLENGE (LIFETIME)	SUMMER 2009
Production Assistant	JAIME'S AMERICAN ROAD TRIP (CHANNEL 4 TV)	FALL 2009
Talent Assistant	AMERICA'S GOT TALENT SEASON 3 (NBC)	FALL 2008
Talent Assistant	THE CELEBRITY APPRENTICE SEASON 7 & 8 (NBC)	FALL 2007 / FALL 2008

## FILM CREDITS:

2nd AD	UNSINKABLE (INDIE FILM)	FALL / WINTER 2018
SET PA	MOVIE 43: IBABE SEGMENT (RELATIVITY MEDIA)	FALL 2012
SET PA	NEW YEARS EVE (NEW LINE CINEMA)	SPRING 2011
SET PA	PREMIUM RUSH (COLUMBIA PICTURES)	SPRING 2011
SET PA	BREADCRUMBS (PEACOCK FILMS)	SUMMER 2011
SET PA	IT'S COMPLICATED (UNIVERSAL PICTURES)	FALL 2010
SET PA	THE SORCERER'S APPRENTICE (WALT DISNEY FILMS)	SUMMER 2010
SET PA	THE OTHER WOMAN (IFC FILMS)	WINTER 2010
SET PA	13 (ANCHOR BAY FILMS)	FALL 2009
1st Team PA	AS GOOD AS DEAD (FIRST LINE ENTERTAINMENT)	SUMMER 2009
SET PA	THE UNDYING (MTI HOME VIDEOS)	WINTER 2009
SET PA	THE LAST DAY OF SUMMER (ENTERTAINMENT ONE)	SPRING 2008
SET PA	BLOOD NIGHT: THE LEGEND OF MARY HATCHET (LIONS GATE FILMS)	WINTER 2007

## EDUCATION / UNION:

B.F.A (THEATRE/ DANCE)	TEXAS TECH UNIVERSITY (LUBBOCK, TX)	GRADUATION MAY 2005
200 HR HATHA YOGA TEACHER	CENTER FOR NATURAL LIVING (STANHOPE, NJ)	GRADUATION SEPT 2018
DIRECTOR'S GUILD OF AMERICA	MEMBER IN GOOD STANDING - NYC, LOS ANGELES	2013 – PRESENT

*\*References upon request\**