Courtney Carl

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(406)-327-5626

Relevant Experience

- **Production Intern at Havas Edge Advertising Agency – Los Angeles, CA Summer 2018**
  - Lead intern on the development and production of Tru-Stage insurance commercial
  - Took notes for creative director and producers on-set during commercial shoots
  - Administrative duties including scheduling pre-pro meetings, rolling phone calls
  - Constructed talent agreements and purchase orders (utilized Excel and Outlook)
  - Created pitch decks for spot ideas, updated scripts and wrote coverage
  - Post-production editing, quality checks and voice over sessions

- **Administrative Assistant to casting director at Dystinct Media – Seattle, WA 2018**
  - Created talent database using *Audition Magic*
  - Coordinated meetings, heavy emails and phone calls
  - Processed and organized talent for local castings

- **Production Assistant and Camera Operator at Churchome - Seattle, WA 2019-present**
  - Directed camera operations for live performances in control room
  - Operated camera during live performances
  - Assisted in audio & video during promotional video shoots

- **Production Assistant for Martingale Feature Film – Seattle, WA 2019**

- **Costume Design Assistant at Seattle Reparatory Theatre – Seattle, WA 2016**

Additional Experience

- Marketing and Management for local castings with Montana Studios- 2018
- Actress with TCM Talent & Models Agency – Seattle, WA 2017- present

Education

- Seattle University, Seattle, WA — Graduated March 2019
- Albers School of Business and Economics — Major: Marketing & Entertainment
- Cumulative GPA: 3.8 — Deans List: 2017 - 2019

Skills

- Proficient in: Microsoft Suit, Excel, Outlook, Google platforms, In-design
- Costume styling, sewing, basic construction and tailoring
- Quick and adaptive learner, organized, passionate and enthusiastic!