

Lindsey Perlman

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As a driven, proactive and detail-oriented individual, I have broad-based experience in both television and digital media. I am organised, efficient, and highly capable of supporting a production with diary management, travel coordination, carnets, overseeing and ensuring on-schedule deliveries, aiding Production Managers with drafting budgets, time-coding and transcribing rushes. I am a well-versed communicator with the ability to maintain relationships with colleagues at all levels. I am seeking a Production Secretary position that will allow me to further my career in production management.

Experience

JUST FOR LAUGHS, Montreal, QC July 2018 - July 2018
Volunteer Assistant

- Supported volunteer coordinator with recruitment and management of 150+ comedy festival volunteers
- Maintained volunteer database and master schedule
- Worked with venue managers, logistics and marketing teams to ensure volunteer requests were filled and tasks were assigned

REBL HOUSE INC., Montreal, QC March 2017 - December 2017
Executive Assistant to CEO

- Worked directly with clients and served as a primary point of contact throughout various projects
- Wrote proposals, briefs and edited scripts for prospective clients
- Managed and produced content for the company's social media platforms
- Provided the CEO with extensive calendar management, which included scheduling interviews, conference calls and meetings with multinational clients
- Prepared travel arrangements, ground transportation and international customs documents for the production crew
- Fielded requests and oversaw departmental workflow to ensure on-time delivery to clients

REBL HOUSE INC., Montreal, QC October 2016 - March 2017
Pre-Production Intern

- Assisted production crew with on-location shoots
- Aided project managers with the preparation of production schedules and budgets
- Supported project managers with sourcing talent, wardrobe, craft services and props
- Edited web content and drafted press releases

LATE NIGHT WITH SETH MEYERS | NBCUniversal, Manhattan, NY May 2015 - August 2015
Research Intern

- Provided segment producers with transcribed pre-interviews
- Supported the research department by delivering clear and concise reports on upcoming guests
- Aided stage manager with studio rehearsal and acted as a stand-in for the host and guests
- Assisted video researcher with time coding and graphic elements for show segments
- Performed various administrative duties throughout the office

TIBI, Manhattan, NY April 2014 - September 2014
Sales Intern

- Kept sales showroom organised and up-to-date
- Facilitated sample coordination with the sales team
- Assisted the sales team during trade shows, market week and New York Fashion Week 2014
- Created trend reports
- Updated the online wholesale retail site daily
- Scheduled interviews and client meetings for the director of sales

WIZMET INTERNATIONAL, Montreal, QC October 2013 - March 2014
Assistant Copywriter

- Assisted the creative director with writing and editing product label copy
- Worked with the art department to conceptualise artwork design and brand identity
- Researched market trends

Education

Master of Arts in Film, Television and Screen Industries - 2019 | **University of Nottingham, United Kingdom**
Bachelor of Arts in English Cultural Studies - 2017 | **McGill University, Canada**
Diplôme D'études Collégiales in Arts and Culture - 2013 | **Dawson College, Canada**

Skills

MS Office Suite, Final Cut Pro X, Adobe Premiere Pro, Adobe Photoshop, Adobe Lightroom, Windows and Mac Operating Systems

References Upon Request

This CV can be kept on file and distributed for employment purposes