

# Kelly Crossley

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702-275-1921

## Internships

### **Mavrick Artists Agency (January 2009-June 2009) Hollywood**

Assistant/Front desk

- Schedule and administer an average of 40 auditions a day
- Coordinate meetings for clients with casting directors
- Serve as a branding spokesman for Mavrick Artists at private showcases
- Prepare all audition submissions through final approval with talent

### **Smart Entertainment (July 2009-January 2010) Beverly Hills**

Personal Assistant

- Interface with high profile contacts with a respective and professional demeanor
- Final review for all presentations, correspondence, scripts and written materials to be presented to Executive team
- Conduct lunches for potential investors
- Responsible for training new personnel for Executive team
- Plan and execute all company travel; ensure corporate expenses and reimbursements are within budget
- Conduct all banking and finances for day-to-day activities
- Add creative value and input for Executive team

## Employment

### **Cinefamily (February 2016-November 2016) West Hollywood**

Volunteer

- Picked up filmmakers from the airport and drove them to hotel or theatre for events
- Cleaned and set up the patio area for VIP at the theatre
- Helped with volunteer staff activities
- Organized paperwork and took notes

### **Personal Assistant (2014-2017)**

Celebrity Client (signed NDA)

### **Quixote Studios (September 2011-November 2016) West Hollywood**

Receptionist

- Create beverages and serve celebrity clientele
- Update books and create running total for multiple clients per day
- Oversee all coffee bar sales and inventory
- Handling/tracking/shipping packages and products delivered to the company using exes
- Properly screening calls for seven National locations

### **Directors Assistant-Dance On pilot (October 2020)**

- Managed the set during production and acted as a liaison between the director and the rest of the crew
- Sanitized and prepared the set and base camp to be Covid safe. Checked crew and actors temperatures.
- Ran errands, picked up lunch and food for craft service.
- Monitored the shot list and made sure the director stayed on schedule

## Producer/Writer

### **Coffee with Kelly (2016-2020)**

half-hour pilot

### **Feature Film (undisclosed name- 2015-2020)**

### **Kerry Klaus (2019)**

short film

### **La Guerra (2018)**

short film

### **The Un-Sisters (2016)**

short film

**References Available Upon Request**

