

RAMZI KELLEY

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EXPERIENCE:

ACTOR COACH: Various Clients, *Los Angeles, CA / Waco, TX* August 2016 – Current
Work with independent clients ranging from elementary age to professional actors, assist self-tape auditions, scene work, guide actors in finding their brand / type

CREATIVE RECRUITER: Creative Circle, *Los Angeles, CA* June 2021 – April 2023
Partnered with clients to source and recruit tailored searches for various creative and marketing positions, consulting candidates on resumes and portfolios, interviewed candidates, managed KPIs, serve as point of contact for candidates and clients, negotiating contracts, offer letters, and budgets

INAUGURAL CSA MENTORSHIP PROGRAM: Liz Dean Casting, *Los Angeles, CA* September 2020 – June 2021
Shadowed Liz Dean and her staff on 3 Network TV Shows with NBC, CBS, and ABC. Trained on sending avails, using Cast-It to upload and organize audition tapes, creating a breakdown based on the episode script, creating and managing the casting budget for each episode using SAG-AFTRA rates, using IMDB Pro to research and gather contact info, using Breakdown Express to schedule auditions for each character, pinning actors, working with a day out of days (DOOD), and cross boarding episodes.

CASTING ASSISTANT: Terry Berland Casting, *Los Angeles, CA* October 2019 – August 2020
Worked on two short films and 10 Red Bull commercials, ran social media including Facebook, Instagram, and Twitter using Hootsuite, contacted callbacks, went over vision details with director, contact between director/CD and actors, kept up with google documents, gathered actor information, created audition spreadsheets/materials.

CASTING ASSISTANT: London | Stroud Casting, *Los Angeles, CA* September 2019 – October 2019
Worked for the Comedy Central Special for Esther Povitsky, called agents and managers to check availabilities for actors, scheduled in-person sessions, created deal memos, and responsible for running camera for auditions.

TALENT AMBASSADOR: The Integrity Agency, *Los Angeles, CA* January 2019 – January 2020
Scheduled meetings and auditions with potential clients scouted and submitted clients to corporate for review, submitted clients for jobs through Actor's Access, Backstage, and Casting Networks. Was responsible for communication with all clients in Los Angeles.

PRODUCTION ASSISTANT: KWKT Fox 44, *Waco, TX* January 2018 – August 2018
Facilitated the filming of the news twice a day, operated camera for live shows, designed lighting, and operated teleprompter. Set up studio for all live shows, edited and transcribed packages for shows.

PROPS MASTER / ARTISAN: Baylor University Theatre, *Waco, TX* January 2015 – January 2018
Ran and maintained the props basement, worked with other students/schools to lend props, Props Mastered at least 1 mainstage production annually, maintained budgeting for shows, and collaborated with the Scenic Department to maintain the scenic shops during builds.

PRODUCTION ASSISTANT / PROPS MASTER: *Los Angeles, CA / Waco TX* January 2015 – Current
Assisted with production for various live theatre and film projects, managed props teams of up to four people, assisted with crafty, attended to actors, ran lights and sound, assisted with ADR, directed voiceover actors

EDUCATION

Baylor University (May 2018) : *Waco, TX*

Bachelor of Fine Arts, Theatre Performance

Casting Society Cares (June 2019) : *Los Angeles, CA*

Casting Assistant Training & Education Program Part 1: Industry Insider I, Industry Insider II, Office Skills & Etiquette

Cast It Systems 101: *Online*

SKILLS & OBJECTIVES

Microsoft Office, Cast It, Breakdown Express, Google Docs, IMDB Pro, EcoCast, Hootsuite, Zenefits, Bullhorn, Autotask, Fieldglass, IQNavigator, Beeline, Syndéo, Workforce Logiq, LinkedIn Recruiter, Adobe Premiere Pro, Adobe Premiere Rush, Adobe Photoshop, Canva, CircleView, Micolab