


# KELLY FIGLEY (she/her)

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 [kfigley.com](http://kfigley.com)

 [LinkedIn](#)

## EDUCATION

MS in Leadership for Creative Enterprises | **Northwestern University** 2021-2022. GPA 4.0

BA in Theatrical Studies & Video Production | **Ball State University** 2013-2017. GPA 3.7

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## RELEVANT EXPERIENCE

### COMMUNICATIONS & DEVELOPMENT INTERN - LOS ANGELES, CA

**CLAN Media Group** | June 2022 - Present

- Assist with 2 projects over the summer quarter - nonprofit fundraiser & script development
- Strategize PR tactics to engage large & small-scale donors leading up to fundraising campaign
- Develop internal & external messaging leading up to campaign launch
- Provide edits, feedback, and notes on screenplay for potential development
- Develop and deliver pitches of screenplay to producers

### INBOUND AUDIENCE SERVICES REP - CHICAGO, IL

**Lyric Opera of Chicago** | June 2021 - Present

- Distribute information on current programming to patrons over the phone
- Train new staff members to ensure proper processing of transactions
- Serve as the face of Lyric Opera as Lyric Concierge at performance & events
- Organize and maintain materials and daily deposit of transaction batches

### SHOWROOM COORDINATOR - CHICAGO, IL

**The HON Company** | Sept 2018 - April 2020

- Collected research on industry & market trends to present to showroom manager
- Planned and implemented on-site meetings, lunches, and events in collaboration with manager
- Assisted with administrative duties such as answering phones, scheduling, processing invoices, etc

### TEMP ASSOCIATE PRODUCER, MULTIMEDIA

**College of DuPage** | Dec 2017-June 2018

- Supported production team & external clients in coordinating production scheduling and agenda
- Communicated with clients to ensure their needs were met
- Uploaded and logged media in department content database

### ADMINISTRATIVE ASSISTANT

**Belniak Media Inc.** | Sept 2017 - June 2018

- Wrote and reviewed copy for client press releases & websites
- Implemented company-wide use of new project management software
- Assisted company president by scheduling meetings & taking detailed notes during meetings

### MARKETING & EVENTS INTERN

**Booth Tarkington Civic Theatre** | May 2017 - Aug 2017

- Developed fundraising campaign ideas in line with productions
  - Shot and edited over 20 promotional videos for social media use
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## SKILLS

Microsoft Office • Adobe Creative Cloud • Google Suite • Basic Spanish Proficiency • Multitasking • Event Planning • Project Management • Flexibility • Pitching • Communication • Passion for the Film/TV Industry

For production resume please visit [kfigley.com](http://kfigley.com)