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## BRITTANY LINDEN

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Websites:  
[Staff Me Up Profile](#)  
[IMBD Page](#)

To Whom It May Concern,

I am interested in your recent opening for a Digital Producer. As found in my attached resume and credits: I possess the skills, characteristics, positive mindset, unwearied work ethic, experience, and qualities that your project and viewers warrant and deserve and which are required to thrive within your team. I am ready to put my expertise to work for the benefit of your team and guests and could not be more enthusiastic about the consideration of being a part of your crew

As someone who thrives while helping others, I feel at home flourishing in a fast-paced, deadline-driven, and creative work environment where I can contribute my refined active listening, administrative, conflict resolution, analytical, negotiating, critical thinking, technical, managerial, presentation, customer service, verbal, time management, and organizational skills.

I excel in delivering high-quality, timely, and accurate work with superior attention to detail in high-pressure situations throughout my career. I promptly delivered deadlines with high-quality results in high-pressure situations with exceptional attention to detail. I invariably demonstrated adaptability, discernment, and the ability to react quickly during a wide variety of sensitive production situations that continually arose and frequently changing. I sustained a flexible and positive attitude towards changing work conditions, environment, and schedules. With meticulous data-entry skills, I tracked covid tests, budgets, handled billing affairs, and addressed finance issues relative to said responsibilities.

As a producer, I respectfully oversaw project management and show development processes related to clients and projects. I provided leadership and oversight to producers and production crew, talent, security, audience members, extras, animals, stand-ins, and casting during pre-production, filming, broadcasting, live shows, post-production, and pick-ups within various production genres- from inception to completion. I prioritized navigating sensitive circumstances inconspicuously and with empathy while managing a set professionally with synergy management. In addition, I partnered with coworkers to formulate creative strategies that aligned with both short and long term goals. I frequently assigned duties to production assistants and other team members to ensure efficiency and worked towards creating more diversity and inclusion and had the confidence and vision to push boundaries that lead to prosperous results.

I meticulously demonstrated computer proficiency within Microsoft, Google, Avid, and Mac programs alike. I have familiarity with social media platforms. I created and maintained: schedules, call sheets, spreadsheets, excel grids, facilitated meetings, addressed action items, continuity, logging, beat sheet tracking, field notes, field summaries, releases, talent riders, handled imperative paperwork that contained sensitive information, and communicated such with those necessary. Moreover, I frequently transcribe during filming and within a live broadcast environment quickly and accurately, and maintaining on-air operations that included running commercials and broadcast programming. Additionally, I have experience supervising the assignment, distribution, and equipping talent with microphones and IFBs throughout live shows.

I molded an "eye for story" while designing storylines, constructed segments, scenes, story beats, hot sheets, storylines, perpetrated thorough research, tracked story, and ensured that all necessary supplies for shoots were secured and purchased. I conducted in-the-moment interviews on-the-field interviews, directed segments, captured set pictures, and communicated with remote executive

producers while and proactively anticipated the needs and safety of the talent, production coordinators, production managers, producers, and crew.

What's more, I have directed crews during live sporting events that broadcasted to five-hundred-thousand subscribers across more than twenty-five channels. I successfully kept production on schedule through maintaining strong communication and creating timelines, schedules, meetings, and status reports. I utilized exceptional customer service and telephone skills while quickly locating, scouting, booking, communicating with location venues, and managing greenrooms. I took the initiative and worked autonomously and with a team of dynamic personalities.

Moreover, while working for NBC's *The Voice*, I was accountable for forty-six production assistants. During my time with Netflix, I was a senior field producer in charge of two crews, producers, and two dozen cast members while shadowing the executive producer. I demonstrated leadership and leveraged relationships by collaborating with team members and different departments. As a result, I developed action plans by combining decision-making, inductive, and deductive reasoning skills. I collaborated with the crew, client, and talent to create high-quality content while cultivating and maintaining strong relationships and constructing a positive, inclusive, motivated, and communicative team-player environment. While producing, I trained and mentored associate producers, talent relations coordinators, and production assistants and mentored them as I helped them develop the skills they needed to achieve their individual career goals.

During my role as a production assistant on set, I am often entrusted with the first and second teams, stand-ins, extras, talent flow, and talent coordination. While performing my duties, I integrated consistency, diligence, keen attention to detail, and strong follow-through to organize and assist the setup and breakdown of segments, base camp, video village, venues, and green rooms. I have experience with screening, receiving, distributing the audience in the crowd and the talent relations and paperwork that comes with it. In addition, I have experience with handling lock-ups, security, walkie distribution and assignment and am eager to put my prowess to use for you.

Furthermore, as a Talent Relations Coordinator at the Home Shopping Network, I was responsible for up sixty talent bookings, their talent riders, and greenroom management daily for their live shows. My "hit the ground running" work ethic helps me expeditiously tackle challenges and resourcefully troubleshoot issues while communicating with their managers and agents, managing high-profile guests during filming, events, and live concerts while remaining level-headed under pressure.

While I worked at the Clearwater Marine Aquarium and the Tampa Bay Rays, I performed presentations for guests. During my time at one of the world's most notorious aquariums, I was nominated employee of the month on many occasions for my work governing the Operations Team and overseeing both aquarium facilities' hospitality, transportation, and operations departments. I had the opportunity to assist with the Operations Department's development and created policies, training modules, and procedures still in use today. Working in a theme park environment, I harnessed the proficiency to maintain order when dealing with cantankerous guests. In addition, I was responsible for maintaining a high standard of hospitality care and ultimate guest contentment during their visit. I demonstrated additional expertise while executing fast and calculated decisions during medical emergencies, missing children, natural disasters, bomb threats, medical crises, and managed the applicable paperwork. Not only do I have a passion for this industry, but my aforementioned skills, "people person" like personality, background in the film and live show sets all further amplify my candidacy for this position.

My encouraging attitude and spirited work ethic were whetted during my time as a Lead VPK teacher. I was responsible for students' safety, health, growth, development, and education ranging from ages one month to six years of age. By the same token, I volunteered as an English teacher for adults, where I was elected with the honor of teacher of the week-every week for three months straight.

Not only do I have a passion for this industry, but my aforementioned skills, "people person" like personality, and background further amplify my candidacy for a position within your team. I make it my mission to be a positive asset to every set and excel beyond expectations while being a detail-oriented, self-motivated, punctual, reliable, and eager learner. With my ingenuity, I could efficiently utilize my experience to do just this while proudly contributing and encouraging the team to soar to new heights and produce quality results in which to be proud. I am confident that my resume will give you a more comprehensive understanding of my qualifications. If you have any queries, you may contact me at the phone number or email listed within my attached resume and this letter. I'd be more than happy to provide greater detail about my credentials and expertise during an interview and willing to meet with you at your earliest convenience.

Uniting with you and your team would be an honor. I look forward to discussing in greater detail how I can provide a positive contribution to the team and the magic. Again, I thank you, in advance, for your valued time and consideration.

Until then, have a lovely and safe day.

Best regards,

*Brittany Linden*  
Brittany N. Linden

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# BRITTANY LINDEN

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## PROFILE

A mission-driven and approachable individual that thrives on helping people and feels at home in a fast-paced, high-stressed, deadline-driven environment. Has over ten years of experience managing multiple departments and project development while producing top-class content and driving ratings growth while sustaining within continuously changing and sensitive working conditions. She tackles challenges easily and cultivates strong relationships and a positive, motivated, and communicative environment. She is a positive asset to every project who is eager to utilize their unwearied work ethic, skills, passion, and expertise to use in a way that your company's mission, team, and project warrants and deserves.

## SKILLS

I have a proficiency with computers, office equipment, and knowledge of Microsoft, Google, and Apple applications. In addition, I am an eager and fast learner that possesses exemplary skills within:

- Active Listening
- Adaptability
- Administrative
- Analytical
- Budgeting
- Character And Fitness
- Clerical
- Collaborative
- Communicative
- Conflict Resolution
- Conceptual
- Consulting
- Creative
- Critical Thinking
- Customer Service
- Data-entry
- Developmental
- Dictation
- Discernment
- Drafting
- Decision-Making
- Deductive Reasoning
- Editorial
- Entrepreneurial
- Fast typing
- Human Resource
- Inductive Reasoning
- Integration
- Interpersonal
- Interview
- Leadership
- Logistical
- Managerial
- Mediating
- Mentorship
- Multi-tasking
- Negotiating
- Networking
- Operational
- Organizational
- People Management
- Personable
- Prioritization
- Planning
- Presentation
- Problem Solving
- Public Speaking
- Quick Thinking
- Researching
- Stewardship Strategy
- Strategic Thinking
- Social Media Marketing
- Synergy Management
- Technical
- Time Management
- Troubleshooting
- Verbal

## EXPERIENCE

### PRODUCER-FREELANCER IN THE ENTERTAINMENT INDUSTRY – 2013-PRESENT

I worked autonomously and with teams of strong personalities. With leadership and synergy management, I directed producers, production crew, talent, celebrities, security, audience members, extras, stand-ins, and animals during various production genres (some award-winning) from inception to completion while remaining level-headed under pressure in high-stress and ever-changing environments. I constructed a positive, motivated, and communicative environment while developing action plans. I leveraged and maintained relationships with the crew, clients, location vendors, and talent. I promptly delivered deadlines. I trained and mentored Production Assistants, Talent Coordinators, and Associate Producers. With Microsoft, Google, and Mac programs, I tracked COVID tests and production-related expenses and budgets, handled billing affairs, and addressed finance issues relative to said responsibilities. I also created schedules, call sheets, spreadsheets, excel grids, logging, beat sheets, track multiple unfolding story lines, field notes, field summaries, hot sheets, releases, dictated scenes, talent riders, and perpetrated research. I facilitated meetings, maintained continuity, managed greenrooms, and ensured that all necessary supplies for location shoots were secured and purchased. I troubleshoot sensitive circumstances while supervising project management and the show development process related to clients and projects as well as partnered with associates to formulate organizational strategies that align with both short and long term business goals. I conducted interviews, directed multi-camera and crew during scene work and verite, produced talent, captured set pictures, and communicated with remote executive producers while running production sets and managing talent. I located, scouted, booked, and communicated with location venues. I frequently worked towards creating more diversity and inclusion and had the confidence and vision to push boundaries that lead to prosperous results.

### TALENT COORDINATOR- LIVE NITE EVENTS – 2019

I was responsible for musicians before and after live shows while managing and executing department logistics, talent satisfaction, riders, greenrooms, directed the parking department, and troubleshoot throughout a live music multi-day large-renowned event.

#### TALENT RELATIONS COORDINATOR- HOME SHOPPING NETWORK – 2017-2018

I conducted the training of Production Assistants and Talent Relations Coordinators. I troubleshoot show and talent issues inconspicuously managed high-profile guests, events, live concerts, and circumstances. I was responsible for up to 60 talent bookings for a show that reached 96 million viewers across America daily. I maintained talent satisfaction riders, ensured they had all necessary information for live show preparation, and reviewed their schedules. I managed greenroom assignments and maintenance, devised talent with sales pitches, enforced security, communicated show changes and sales numbers within departments and talent. I managed department logistics, oversaw the assignment, distribution, inventory of audio equipment, equipped talent with their microphones and IFB's, and built and maintained positive working relationships with a diverse group of individuals and personalities.

#### PHARMACY TECHNICIAN-CVS – 2017-2018

I was a board-certified technician that maintained full compliance with all Federal, State, and Local laws, regulations, and protocols. I ensured all patient's medication needs were met and retained patient confidentiality. I managed assigned pharmacy workstations and tasks to support the team's ability to promptly, safely, and accurately fill patient prescriptions in a fast-paced environment. I oversaw inventory and meticulously transcribed medical documents. I collaborated with other healthcare professionals in the patient's best interest, mediated, and increased patient access to affordable health care with clinical, technical, and insurance knowledge and expertise.

#### KEY PRODUCTION ASSISTANT-FREELANCER IN THE ENTERTAINMENT INDUSTRY – 2013-2022

I was exclusively in charge of the first and second teams, stand-ins, extras, talent flow, and talent coordination. Supervised the Production Assistants and trained new hires. I organized and oversaw the setup and breakdown of segments, base camp, video village, venues, greenrooms, lock-ups, security, walkie distribution and assignment, and crowd control. I worked independently and cultivated strong relationships as I collaborated and assisted all departments and on-location liaisons. I proactively anticipated and attended to the talent and crew's needs. I remained level-headed under pressure in a fast-paced, deadline-driven environment with superior attention to detail. I distributed sensitive information and paperwork, provided timely event updates, maintained schedules, meetings, and status reports, and performed clerical duties.

#### ENGLISH TEACHER-LIVE MOCHA – 2012-2021

Volunteered as an English teacher and taught English students all over the world. I was nominated and elected with the honor of teacher of the week from August 2012 through October 2012.

#### SENIOR RECOVERY VETERINARY TECHNICIAN- BELCHER ANIMAL CLINIC – 2014-2017

I executed general Veterinary Technician services in the exam room, surgical ward, kennels, and rehabilitation gym of the full-service animal hospital. I assisted in exams, surgeries, euthanasia, pain management, rehabilitation, regenerative medicine, and neurology-based acupuncture. I performed dental cleanings on canines and felines, executed blood draws, drug calculations, X-Rays, ultrasounds, diagnostic tests, vaccines, treatments, and other general duties. I created and presented financial options and estimates, managed an appointment schedule, and filed patient records. I supervised recovering surgical patients, oversaw inventory, created the parasite prevention storage facility and inventory protocol, oversaw the medication preparation and administration of patients and boarders, and was accountable for all inpatient and boarding animals. I utilized Avimark and Pet Desk and handled a multi-line phone system. Additionally, I groomed Canines and Felines.

#### STING RAY KEEPER-TAMPA BAY RAYS- 2013-2014

Responsible for the health and care of the Sting Rays and their environment, conducted professional customer service, performed presentations and exhibitions for guests, monitored the daily graphing on income charts and production, handled client transactions.

#### OPERATIONS HOST MANAGER- CLEARWATER MARINE AQUARIUM – 2012-2014

I was nominated employee of the month on a multitude of occasions. I governed the Operations Team as I oversaw multiple facilities and their hospitality, transportation, and operations departments. I assisted with the development of the Operations Department while creating policies, training modules, and procedures still in use today. I led my teams and guests while making fast and calculated decisions during missing children alerts, natural disasters, bomb threats, and medical crises. Additionally, I constructed reports, trained employees, oversaw scheduling conflicts, promoted sales, performed presentations, enforced security services, and monitored population and traffic control. Finally, I was liable for maintaining a high standard of hospitality care and ultimate guest contentment. I also served as a credible and trusted partner to senior leadership.

LEAD VPK TEACHER- ORANGE PARK HIGH SCHOOL VPK SCHOOL- 2006-2008

I was the Lead VPK teacher at the facility, where I was responsible for all students who ranged from ages 1 month to 6 years old. I created lesson plans for all age groups and was held accountable for their safety, health, growth, development, and education. In addition, I provided proper first aid responses and met with state inspectors to provide a state-approved environment.

EDUCATION

MLS CAMPUS INC-2022

FLORIDA STATE COLLEGE AT JACKSONVILLE – 2013

President's List- 2008

Dean's List- 2009

LIVE MOCHA – 2013

Student Of The Week- August 2012 - October 2012- Spanish

CERTIFICATIONS

Pharmacy Technician Certification Board (PTCB) certification, Pre-School Teacher (VPK) Certification, Florida CDA Certified

PROFILE LINKS

Staff Me Up: <https://staffmeup.com/profile/brittanylinden?ne=1>

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# BRITTANY LINDEN

## PRODUCER, RESEARCHER, TALENT COORDINATOR

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### BROADCASTING:

PROJECT TITLE	PRODUCTION COMPANY	POSITION
2020 Pan Jiu-Jitsu IBJJF Championship	FloGrapplng	Camera Operator and Graphics
East Bay Winter National's: Sprints Week	FloSports	First Assistant Director Graphics
D9 Citrus Classic I	FloSports	Director
NMCA Muscle Car Mayhem 2019	Power AutoMedia	Producer Director Graphics Director Broadcast Engineer
2019 PBA50 Johnny Petraglia BVL Open	FloSports	Graphics
PBA50 National Championship	FloBowling	Graphics
2019 ISCA Jr. International Championship Cup	FloSwimming	Assistant Director
2019 BOA Orlando Regional Championship	FloMarching	Assistant Director Assistant Audio
ISCA Elite Showcase Classic	FloSwimming	Camera Operator

### CASTING:

Assisted within the Casting Department throughout the production of Dolphin Tale Two (Uncredited)

### CLERICAL EXPERIENCE:

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Home Shopping Network	Home Shopping Network	Office Production Assistant
Country Oaks Animal Hospital	Country Oaks Animal Hospital	Receptionist
Career Development Center	Florida State College	Office Production Assistant
VPK	Orange Park High School Volunteer Pre-Kindergarten School	Teacher

<a href="http://LiveMocha.com">LiveMocha.com</a>	LiveMocha	Teacher
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### **CONCERT:**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Keith Urban	Home Shopping Network	Talent Relations Coordinator
Sheryl Crow	Home Shopping Network	Talent Relations Coordinator
Kimberly Schlapman	Home Shopping Network	Talent Relations Coordinator
Reggae Rise Up! Florida	LiveNite Events	Talent Coordinator

### **COMMERCIAL/AD:**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Wllee Middle School Promotional Video	Filmscape Productions	First Assistant Director
Rooms To Go	Castle Way Productions	Set Production Assistant
Ocular Prosthetics Lab Introduction	Filmscape Productions	First Assistant Director

### **DOCUMENTARY**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Titletown High	Blue Eyes Entertainment / Netflix	Senior Field Producer Post Producer
I Need A Miracle	Bohemian Fliques	Co-Producer Interviewer

### **FEATURE FILMS**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Dolphin Tale Two	Alcon Entertainment/ Warner Brothers/ Pool Mate Pictures	Set Production Assistant

(Additional Uncredited Work: Grip, Craft Services Assistant, Screen Supervisor, Director's Assistant, Director of one scene, Camera PA, Video PA, Casting Assistant, Extra's Coordinator)

### STYLIST:

PROJECT TITLE	PRODUCTION COMPANY	POSITION
<a href="http://tailor.com">tailor.com</a>	Tailor	Stylist

### TALK SHOW:

PROJECT TITLE	PRODUCTION COMPANY	POSITION
Connected Life With Brett Chuckerman	Home Shopping Network	Talent Relations Coordinator
Beauty Report with Amy Morrison	Home Shopping Network	Talent Relations Coordinator

### TELEVISION

PROJECT TITLE	PRODUCTION COMPANY	POSITION
sMOTHERED	Bodega Productions	Story Producer
Untitled (season 1)	Monkey Kingdom / Discovery +	Producer
I Am Jazz	TLC/ This Is Just A Test Productions	Story Producer
Quest for WWE's Lost Treasures	A&E/Quest Reality LLC	Key Production Assistant
You, Me, and My Ex	TLC/ Bodega Productions	Associate Producer/ Covid Compliance Officer
The Real America with Jorge Ramos	Univision	Field Producer
Siesta Key: Season 3	Entertainment One/ MTV	Associate Producer
American Idol	19 Entertainment/ABC	Production Assistant
American Dreams	Home Shopping Network	Talent Relations Coordinator
The Voice	Finnmax LLC	Key Production Assistant
NFL: ProBowl Skills Challenge	1iota Productions LLC	Audience Coordinator
America's Got Talent	NBC	Casting Associate Producer

Home Shopping Network	Home Shopping Network	Talent Relations Coordinator
Beekman 1802	Home Shopping Network	Talent Relations Coordinator Assistant Animal Wrangler

**(LIVE) TELEVISION:**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
NFL: ProBowl Skills Challenge	1iota Productions LLC	Audience Coordinator
Home Shopping Network	Home Shopping Network	Talent Relations Coordinator
Shoe Lover's Closet	Home Shopping Network	Talent Relations Coordinator
Lunch Rush	Home Shopping Network	Talent Relations Coordinator
The List with Colleen Lopez	Home Shopping Network	Talent Relations Coordinator
Home Soutions	Home Shopping Network	Talent Relations Coordinator
Sunday Fashion Edit	Home Shopping Network	Talent Relations Coordinator
First Friday with Amy and Adam	Home Shopping Network	Talent Relations Coordinator
Monday Night Show with Adam Freeman	Home Shopping Network	Talent Relations Coordinator
The Beauty Spy	Home Shopping Network	Talent Relations Coordinator
Suze Orman: Financial Solutions for You	Home Shopping Network	Talent Relations Coordinator
Andrew Lessman: Your Vitamins	Home Shopping Network	Talent Relations Coordinator
40th Birthday Celebrations	Home Shopping Network	Key Set Production Assistant
Cooking With: Wolfgang Puck	Home Shopping Network	Talent Relations Coordinator
Cooking With: Ming Tsai	Home Shopping Network	Talent Relations Coordinator
Cooking With: Curtis Stone	Home Shopping Network	Talent Relations Coordinator

**WEB:**

PROJECT TITLE	PRODUCTION COMPANY	POSITION
The Player's Tribune: "Dear Sooners"- Gerald McCoy	Framework Productions	Key Set Production Assistant

ONLINE PROFILES:

1. StaffMeUp : <https://staffmeup.com/profile/brittanylinden?ne=1>
2. IMDB: <https://www.imdb.com/name/nm9371004/>

FILM COMMISSION ASSOCIATIONS

1. Sarasota Film Commission
2. Clearwater and Saint Petersburg Film Commission
3. Tampa Film Commission
4. Women in Film