

KEILEE BENTLEY

CONTACT

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SKILLS

- Communication: Slack, Zoom, Discord
- Computer Literacy: Typing 80 WPM, Google Drive
- Microsoft Suite: Word, Excel, PowerPoint, Outlook
- Social Media: Instagram, Twitter, LinkedIn, YouTube, TikTok
- Calendar Management
- Dropbox
- Filemaker Pro
- Breakdown Express
- Talent Management
- Casting

CERTIFICATIONS

Adult and Pediatric First Aid/CPR/AED,
American Red Cross
Certified: Sept. 2024. Expires: Sept. 2026

EDUCATION

California State University, Fullerton Graduated May 2018

- Bachelor of Arts, Cinema and Television Arts
- Film and Media Arts Association, Director of Membership Opportunities
 - Feb 2017: Chosen for Santa Barbara's International Film Festival Film Studies Program

COMMUNITY ACTIVITIES

- Co-founder of Love Letters Book Club Oct 2024
- NewFilmmakers Los Angeles Dec 2018
- West Coast City Horror Film Festival Oct 2018
- Floor Manager, NATAS, Pacific Southwest Chapter June 2016

WORK EXPERIENCE

- Talent Coordinator** Oct 2021 - present
Ken Lindner & Associates, Los Angeles, CA
- Create and maintain a talent database on Breakdown Express as well as prepare talent decks using Canva, Google Slides, and PowerPoint
 - Schedule and coordinate talent auditions with casting directors, leading to a 20% increase in theatrical bookings
 - Create resumes and provide revisions that resulted in 6-figure jobs in the top news markets
 - Create in depth, step by step tutorials on how to create a contract and use DocuSign
 - Read, proofread, and compare contracts in order to assist clients with successful negotiations
 - Manage a heavy calendar for the company; coordinate communications between multiple offices across different time zones
- Producer** December 2021
Davis Independent Films, Rancho Palos Verdes, CA
- Successfully produced a film which currently has eight separate awards
 - Helped recruit and oversaw a production crew of 16 people, organizing their COVID-19 test results and any other necessary paperwork
 - Created a production book with Movie Magic Scheduling, which was used throughout pre-production and production
 - Responsible for communicating with multiple departments to ensure a streamlined process of filming
- 1st Assistant Director** April 2019
"A Blossom in the Night," Los Angeles, CA
- Short film directed by USC graduate student and current DGA Director Tayo Amos
 - Communicated with all cast and crew to ensure an efficient workflow while on set
 - Supported the director by attending to their needs and helping stay on schedule
 - Responsible for keeping a detailed record of each day on set
- Operations Associate** Dec 2018 - Sept 2019
Dreamscape Immersive, Los Angeles, CA
- Collaborated with management to enhance company and employee morale by creating a channel where employees received feedback from leadership and peers
 - Provided top-level assistance to investors, VIP guests, and customer base through various channels including email, Zendesk, phones, and face-to-face
 - Assisted in the coordination of industry events and maintained confidentiality for notable guests
- Producer/1st Assistant Director** Sept 2018 - Jan 2019
Davis Independent Films, Orange County, CA
- Successfully produced a film which has won over 20 awards
 - Collaborated creatively with the director during the screenwriting and audition processes, leading to the hiring of an all-female leading cast
 - Created a production book with Movie Magic Scheduling, which was used throughout all stages of filmmaking
- Production Assistant** June - Aug 2018
Magical Elves, INC, Burbank, CA
- Production assistant on set of the Netflix's baking competition series "Nailed It!" and "¡Nailed It! México"