

## Hello

# I'm Allie Robinson

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## Objective

To secure a position in casting, writing, entertainment management or production.

## Original Completed Scripts

- Sisters - Short Film
- Hard To Forget - Short Film

## Work Experience

March 2020

### **Found Family Short Film** – *Production Assistant*

- In charge of printing call sheets and making copies
- Responsible for extras and talent
- In charge of props and crafty
- Responsible for making sure sets were clear and ready to go for filming

November 2019 – January 2020

### **Accept The Things Short Film** – *Lead Wardrobe Coordinator*

- In charge of getting measurements and sizes from all cast members
- Responsible for ordering and purchasing wardrobe in a timely matter
- In charge of bringing all wardrobe to set
- Assisted director in helping set up shots

May 2019 – present

### **The Raven Spa** – *Receptionist*

- Responsible for booking guest appointments in an efficient and detailed manner
- Cashing out guests and ensuring that guest payments are made accurately
- Providing high quality customer service to ensure that guests have a positive spa experience
- Sales of spa retail products

November 2018

### **Paul Zechariah Productions** – *First Assistant Director and Lead Production Assistant* *Heartstrings* Music Video Production

- Assisted Director in setting up shots and blocking scenes
- In charge of talent and other crew members
- Assisted in scouting locations for video production

September 2016 - May 2019

**Wynn Nail Spa - Lead Receptionist/Media Marketing Assistant**

- Responsible for booking guest appointments and taking payments/cashing guests out following services, and ensuring that the salon was neat, clean, and orderly in appearance.
- In charge of screening and interviewing applicants and training new employees.
- In charge of payroll, scheduling, and supply management
- Assisted in marketing of the spa and managing social media accounts

December 2014- September 2016

**Pressed Juicery - Cashier**

- Worked as cashier and nutritionist, in charge of ringing up customers, selling items, serving and preparing food, ensuring that the store was cleanly in appearance; trained new employees on cashier responsibilities; Responsible for providing superior customer service

August 2015- April 2016

**European Wax Center - Guest Services Associate**

- Responsible for booking appointments, making initial guest and follow up phone calls, checking in guests and selling packages through the Millennium software; training new guest services associates, scheduling and post of sales software; Responsible for providing superior customer service to guests.
- Achieved the highest package sales while employed

November 2012- January 2015

**ICE At Santa Monica - Seasonal Head Cashier**

- Worked as a cashier and was promoted to head cashier at the skate desk and café; In charge of selling tickets, cleaning and organizing skates, preparing and serving food, providing superior customer service, and training new employees

May 2014- September 2014

**Warner Brothers - Retail Associate**

- Worked as a retail associate for the VIP tours. In charge of selling merchandise, cleaning, stocking, making copies, and running errands; Provided guests with and enjoyable tour experience at the studio.

August 2012-March 2014

**Central Casting Agency and Sande Alessi Agency - Extra in various Movie, Television, and Commercial Roles**

- Worked as a background actor in Movies - *Battle Creek, Gang Related*; Television Shows - *Teen Wolf, Glee, and How to Live with Your Parents for the Rest of Your Life*; Commercial Role for *Xbox Dance Central 3*

## Education/Training

2020

**New York Film Academy, Los Angeles, CA** - *Pursuing a certificate in screenwriting*

2013

2014 - 2018

**Los Angeles Film School, Los Angeles, CA** - *Pursuing a B.A. in Entertainment Business*

2013

**Quixote P.A. Boot Camp, Los Angeles, CA** - *Received Certification as a Production Assistant*

2012-2014

**Columbia College Chicago, Chicago, IL** - *Pursued A.A. in Television/Entertainment Management*

## Volunteer and Social Activities

2013-2018

Volunteer at GLAAD Awards - Los Angeles, CA

2012

Volunteer at 2012 ALMA Awards - Los Angeles, CA

2012

Volunteer at 2012 GLAAD Awards - San Francisco, CA