

LESLEY LITTLEJOHN

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West Bloomfield, MI 

Education

Columbia College Chicago

BA in Cinema and TV Arts

2015 - 2019

Skills

Professional

Strong Communication and follow-up

Detail-oriented

Adaptability

Team oriented

Customer Service excellence

Calm in high-pressure environments

Multitasking

Microsoft Suite

Adobe Creative Cloud Suite

Production

Brand / Concept development

Call sheet preparation and scheduling

Nikon / Canon DSLR / Gopro

Graphic Design

Script writing

Teleprompter operation

Open broadcast software (OBS Studio)

Achievements

Hard Rock Cafe National L.O.U.D video

competition first place winner

Obtained verification/ partnership

with live streaming platform

Work Experience

Left Hook Strategy (Detroit, MI)

Key Production Assistant | September 2023 – October 2023

o Participated in multiple tech scouts

o Created call sheets and release forms; helped set up equipment

o Organized craft, production binders, transportation, talent, and lodging

Twitch TV (Detroit, MI)

Live streaming | April 2021 – March 2023

o Produced, directed, starred, edited, scripted, prop managed, set

designed, timed, organized, and promoted a live show five days a week

o Successfully created and managed social media posts and news stories within the community

Loaded Pictures (Seattle, WA)

Production Intern | March 2019

o Assisted in voice over recording sessions, directing talent, script notes

o Effectively researched and located archive video and stock footage for ongoing projects while supporting lead producer by organizing paperwork and completing production binders

Machete Productions (Chicago, IL)

Set Production Assistant | September 2019 – November 2019

o Organized and supported transportation; Prearranged parking, prepared and delivered craft and lunch

o Promptly aided production team; handled and set up stage equipment, gathered talent release photos and forms, provided support for lead talent

WIIN | SomeOddPilot | Nurture Digital (Chicago, IL)

Production Assistant | October 2018 – September 2019

o Successfully assisted in coordinating production; organized and procured release forms and location agreements

o Production managed multiple shoot days