

Experience

Production Assistant

Kinetic Studios / June 2021

- Distributed and tracked walkie talkies while following proper protocol for use of the device.
- Transported the cast members and the host of the show to and from the hotel and studio via the company van.
- Assisted with set up, change, and takedown of the set between segments.
- Ran errands as directed by the production manager and production coordinator.

Production Assistant

Bette Productions / June 2021

- Ran errands as directed by the Production Coordinator and Production Manager to pick up any needed supplies, as well as talent wardrobe and meals.
- Completed office work as directed by the Production Coordinator such as scanning documents and distributing scripts, call sheets, and schedules.
- Trained on the use of walkie talkies and utilized them to communicate with the crew.
- Assisted with take down of all props and sets.

Production Assistant

Jones In Film LLC / February 2021

- Provided all requested support to director and producers of music video project.
- Operated various machines and equipment to enhance special effects of the shoot.
- Communicated with the actors and musicians to ensure a comfortable and successful environment
- Assisted with set up and take down of all props and lighting.

Education

University of Wisconsin-Whitewater

Graduated May 2015

Major: Bachelor of Arts in Communication **Minor:** Information Technology

Skills

Exceptional written and verbal communication

Clean driving record

Can type 64 WPM

Quick learner

Project management

Schedule management

Technologically savvy

Full Work History

Actor

Memories Ballroom Theater / April 2021

- Cast as the co-lead in the production Blind Dating at Happy Hour.
- Performed 7 shows over the span of two weekends.

Voice Actor

Mercy's Light / October 2020

- Narrated a donor focused video to obtain donations for a women's rights and education foundation.
- Co-wrote the script for the donor focused video.

The Sleep Wellness Institute

Corporate Development Manager / March 2020 - May 2021

- Led and managed a company move to a new building.
- Managed all vendor relationships including marketing firm and outside IT company among others.
- Designed and managed all training, onboarding, and offboarding processes to train existing and new staff.
- Supervised a committee devoted to boost morale through weekly and monthly activities and giveaways.

Marketing Coordinator/Executive Assistant / October 2016 - March 2020

- Managed the calendar for the President of the company while completing projects as assigned.
- Scripted, directed, and edited patient education videos using iMovie and Adobe Premiere Pro.
- Created, implemented, and maintained a new company website to create a more user-friendly experience.
- Designed and wrote all campaign posts and blogs as part of managing company social media pages.

Rogers Memorial Hospital- West Allis, WI

Intake Specialist / May 2015 - August 2016

- Wrote detailed reports and case notes of patient history and presenting symptoms related to mental health and substance abuse based on telephonic and face to face behavioral health screenings.
- Provided information to patients about the different levels of care and programs the facility offers.
- Admitted patients to the facility programs through a process of explaining various consent forms.
- Provided high level of patient care to people with behavioral health symptoms and diagnoses.

University of Wisconsin-Whitewater Residence Life

Lead Resident Assistant / August 2014 - May 2015

Resident Assistant / August 2013 - May 2015

- Provided a living and learning community supporting academics and community building to students.
- Coordinated academic, diversity, social, philanthropic, and community service programs.
- Mentored, trained, and supported new resident assistants on staff.

BELLE EYKMANS

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Other Involvement

St. Matthias WSMP Radio Show- Cast member

2017, 2018, 2019

JALF Foundation Secretary- *Supporting Children's Wisconsin Complex Care Program*

2017-present

Wisconsin Healthcare Public Relations & Marketing Society

2015-present