

# Lauren Kennedy

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(510) 660-7287

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## Experience

## Career Highlights

10 Years Project Management Experience  
Production Lead on Projects for Netflix, HBO, YouTube, Facebook  
Hired and Mentored Staff of 30+  
Develop and Streamline a Variety of Workflows and Company Practices  
Well Versed in Microsoft and GSuite

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### MANAGER OF PRODUCTION / AMPLE

JUNE 2021 - NOVEMBER 2021, LOS ANGELES, CA

Recruit and train new staff, develop and manage production workflows, project management lead for development/marketing/special projects, execute strategies for deadlines, financial and creative goals, research and creative support, oversee all production financial paperwork and practices and payroll.

### PRODUCTION COORDINATOR / AMPLE

JUNE 2019 - JUNE 2021, LOS ANGELES, CA

Create travel and shoot schedules, hire and manage crew, collaborate with and support executives, create and approve all production financial paperwork (including payroll) onboard and train new staff, manage multiple offices, develop and enforce COVID-19 practices (offices and production), go to liaison between crew, executives and talent

### TALENT COORDINATOR / CBS

AUGUST 2017 - MAY 2019, LOS ANGELES, CA

Coordinate transportation, catering and frequent special arrangements for talent, assist production team with pre-production and show tapings, arrange and schedule hair, makeup and wardrobe for show guests, liaison for production teams and stage crew.

### PRODUCTION ASSISTANT / DANISH BROADCASTING CORP.

SEPTEMBER 2015 - JULY 2016, COPENHAGEN DENMARK

Assist in studio, field shoots and podcast recording sessions, research stories, conduct pre-interviews, manage office, assist during editing sessions, coordinate crew schedules

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## Education

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**SAN FRANCISCO STATE UNIVERSITY / BA-BROADCAST MEDIA**

**DANISH SCHOOL OF MEDIA / STUDY ABROAD PROGRAM**

**LOS ANGELES CITY COLLEGE / AA-CRIMINAL JUSTICE**

Currently Enrolled