

# Laura Worley

Nashville, TN | (219) 306-1393 | [Lworley12@gmail.com](mailto:Lworley12@gmail.com) | [linkedin.com/in/laura-worley-21427922](https://www.linkedin.com/in/laura-worley-21427922)

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## Production Work Experience

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<b>Payroll Clerk</b> , SCARPETTA Ssn 2   20 <sup>th</sup> Television   <i>Nashville, TN</i>	<i>February 2026 – Present</i>
<b>Payroll Clerk</b> , 911 NASHVILLE Ssn 1   20 <sup>th</sup> Television   <i>Nashville, TN</i>	<i>2025 – 2026</i>
<b>Associate Producer</b> , Natasha Lagerro Video Series   Myspace.com   Los Angeles, CA	<i>2008</i>
<b>Associate Producer</b> , Matt & Shari Show (unaired)   HGTV   Los Angeles, CA	<i>2008</i>
<b>Researcher</b> , Amnesia Game Show   Mark Burnett Productions   Burbank, CA	<i>2006 - 2007</i>
<b>Production Asst.</b> , The Ellen Degeneres Show   NBC   Burbank, CA	<i>2006 - 2007</i>

## Relevant Work Experience

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<b>Operations/Project Manager</b> , EAST OLIVIA   <i>Nashville, TN</i>	<i>April 2019 – July 2024</i>
<ul style="list-style-type: none"><li>Managed and maintained client payment schedules as well as running payroll for all staff, freelancers and vendors.</li><li>Event organization, planning, and execution for 200+ events (Brands including Amazon, Disney, Veuve Clicquot, Aerie, Bravo, La Croix, Spotify, Bath &amp; Body Works, and Netflix.)</li><li>Managed production, implementation, and administrative support for events within all approved budgets.</li><li>Created and distributed call sheets, quotes, invoices, and coordinated all logistics and travel staff to ensure successful event activations in New York, Boston, Los Angeles, San Francisco, Miami (Art Basel), Austin (SXSW), etc...</li><li>Sourced, hired and managed 30+ freelance production &amp; creative design teams during the event process including pre-planning, event activation, and post-event tasks.</li></ul>	
<b>Artist/Project Manager</b> , LH7 Management   <i>Woodland Hills, CA / Nashville, TN</i>	<i>October 2011 - March 2019</i>
<ul style="list-style-type: none"><li>Oversaw day-to-day business affairs and advised on creative decisions and development of a dozen clients (Selena Gomez, Seaforth, Sophie Simmons, Christina Grimmie, etc.) from the inception of their sound and image to the release of their albums and subsequent press and tours.</li><li>Scouted talent, devised business and marketing plans for each artist, managed social media, liaising with labels, attorneys, agents, publicists, publishers, business managers, glam squads, and tour managers, booking rehearsal space, band members, photographers and directors.</li></ul>	
<b>Administrative Assistant</b> , Universal Music Group   <i>Universal City, CA</i>	<i>Sept. 2008 - October 2011</i>
<ul style="list-style-type: none"><li>Assisted Exec. V.P. of Universal Music Logistics Digital Logistics &amp; Business Services, Exec. Dir. of Digital Business Support and Sen. Dir. of Premedia Services.</li><li>Daily duties included tracking iTunes LP releases, creating job reports/invoices for different record labels, scheduling meetings, booking travel, expenses, ordering supplies and answering phones.</li></ul>	

## Education

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**Bachelor of Arts in Telecommunications**, Indiana University | *Bloomington, IN*  
Minor in Business

## Skills & Qualifications

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Microsoft Office Suite | Google Office Suite | Mac and Windows OS | SmartVoucher | SmartTime Fenix | Scenichronize | Smart Accounting | Qualitative and Quantitative Data Analysis and Reporting | Asana | Slack | Tallie | Ramp | Expensify | Gusto | Bill.com | Airtable | Nowsta