

## **Tandy A. Burnam**

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### **Summary of Qualifications**

- Eleven years of production and promotional marketing management, which have required the ability to recruit and monitor staff, Self-motivated; meaning once I get going I get things going and off the ground with great end results for the client and agency for long term results.
- Capable of organizing projects from start to finish; adept at troubleshooting and resolving problems.
- Able to use appropriate technology on the job.

### **Professional Experience**

01/21/01/25/2016 Production Staff Lead /Luke Bryan's Crash My Playa/Riviera Maya Mexico. I monitored and issued event credentials to local staff for guest check ins, reconciled merchandise and packets pre and post event.

01/11/2016 -01/18/2016 Production Staff Lead /Phish Riviera Maya, Riviera Maya, Mexico I monitored and issued event credentials to local staff for guest check ins, reconciled merchandise and packets pre and post event.

10/27/2015 Production Assistant/ Kendrick Lamar Kunta's Groove Sessions Tour, Atlanta, GA I worked helped check in VIPs, issued gift items, and tickets. Setup/strike of the VIP concierge.

10/06/2015 Production Assistant/Luke Bryan Farm Tour Lexington, KY I helped with the setup/tear down of site check-in, and helped the VIPs receive their credentials, and gifts.

10/02-10/04/2015 Overnight Manager/Louder than Life Music Festival, I assisted with the overnight VIP Camping, and onsite guest assistance.

09/21-09/30/2015 Office Production Assistant, I Love Kellie Pickler. I helped with various runs for the crew, in office tasks, prepped set locations, and purchased art department items.

09/15/2015 Casting Assistant/Mystery Diners, Nashville. I went over the audition process, checked in applicants, and took photos of each person.

09/12/2015-10/14/2015 Production Assistant/ Josh Groban Stages Tour, Atlanta, Louisville, KY, and Indianapolis, IN. Assisted with setup, check-in of VIPs, and breakdown of gear.

09/25-09/26/2015 Production Assistant/ Pilgrimage Music Festival I assisted with the tent setup, and guest registration check-in, and issued credentials.

09/04/2015 Production Assistant/ Dierks Bentley/ Sounds of the Summer Tour, Cincinnati. Setup/Strike of VIP Lounge and Check-In areas, checked in VIP guests, and merchandise reconcile.

09/2015 Production Assistant/ Lady Antebellum Wheels Up Tour, Cincinnati, OH (5/17)Birmingham, AL(09/03) Nashville(09/11), TN and Lexington, KY(9/10) Setup/Strike of VIP lounge, checked in guest VIPs. Merchandise reconciliation.

09/10/2015 Production Assistant / Lady Antebellum Wheels up Tour, Lexington, KY. Setup/Strike of VIP Lounge are, guest check-in, and merchandise reconciliation.

08/05-0806/2015 -Production Assistant/Pandora /Brett Eldredge: Budweiser Up for Whatever, Nashville. Worked as set production assistant, helped with set/strike, made runs for production.

07/11/2015 Production Assistant/Luke Bryan Kick up the Dust Tour, Nashville. Helped with the setup/teardown of the VIP lounge, and check in area. Checked-In guests, and distributed credentials, and gifts.

07/13- 07/17/2015 Transportation Assistant/Beach Body Fitness I transported executive talent and producers, and assisted on set in between pickup, and drop-offs.

06/04/2015 Production Assistant, Kenny Chesney Big Revival Tour, Evansville, IN. Setup/breakdown of VIP guest check-in, and VIP lounge. Checked-in VIPS, and gave them their credentials, and party gifts.

05/2015- 06/2015 Background Casting Coordinator/Alien Radio LLC I assisted with Brave New Jersey feature. I assisted with acquiring and scheduling background extras for schedule shoots. Also booked featured extras per director requests.

05/2015-07/2015 Production Assistant, Weird Al Mandatory Tour. Nashville, TN, Louisville, Bowling Green, KY. I assisted with setting up the VIP lounge, and guest check in station. Checked in guests, distributed credentials, and gift items.

05/07/2015 Production Assistant/Eric Church Outsiders Tour, Lexington, KY. I helped with the setup of VIP room, and guest check-in. Issued guest credentials, and gift items.

05/01/2015 Celebrity Motorhomes HGTV/ Sara Evans, Louisville, KY Helped prepping motorhome for shoot, purchased items for production, and any runs requested by production.

02/15-03/15 Coordinating Producer/Golbely: Food Explorers I worked with the Executive Producer in prepping for the two day shoot with cast. Helped locate hotels, restaurant locations, releases during production, and continuity of shoots.

06/16-08/30/14 Talent Coordinator/Thicker Than Water 2: The Tankards

I worked with the supervising producers, and field producers on getting the talent to locations, making certain their schedules did not conflict with the day to day production schedule.

05/27- 6/1/14 Set Production Coordinator /Tenn4 I ensured cast were prepped for each day's scheduled shoots, crew meal orders were received, and film permits were obtained. Reconciled receipts, and invoices for rental gear.

05/17-5/18 Set Production Assistant/Ghost Inside My Child/Lifetime I helped setup lighting, and transporting gear to locations.

05/15-05/16 Production Assistant/Starting Strong I assisted in picking up rental van, helped slate on set, load in/out of gear, and released talent.

05/6-05/13 Set Production Assistant/Freeloaders/495 Productions I helped with transporting gear, moving set pieces, crafty and gear purchases.

05/03/14 Casting Assistant/Cam Op/Family Feud I helped with pre registrations, and taped the families auditioning as they played the mock game.

04/11/14 Production Coordinator & Associate Producer BBC Worldwide/USA Network/Vanderbilt MDs I help with the logistics of crew prep, cast scheduled shoots, story notes to the senior field producer, and monitor purchases for the production.

04/12/14 Production Assistant/Bring It/Lifetime I assisted with the reality dance competition, getting releases signed, photos taken, and helped producers with setup, and teardown of set.

02/04-02/05/14 Production Assistant/Extreme Makeover Weight Loss Edition I worked with the fitness producer in follow up with contestants before final weigh in taping. I helped film scenes for the producer of the contestants' activities.

02/01-02/02/14 Casting Assistant/ The Voice I helped with the open call registration. I checked paperwork before applicants went into audition.

01/28/14 Production Assistant/America's Got Talent Holding Room production assistant. I briefed applicants before going in to audition, and gathered paperwork for the producer.

01/10/2014 Set Production Assistant/ Sharp Entertainment/Chowdown Countdown/ Louisville, KY I obtained releases, took photos of each person, and helped load and unloading of equipment.

10/30/2014 Set Production Assistant/Sharp Entertainment/World Food Championship/Bowling Green, KY. Helped with releases, crew meal, and helped prep talent before each scene.

7/2013-10/2013 Production Coordinator/ BBC Worldwide/USA Network Vanderbilt  
MDs I issued production schedules to our production team, scheduled meals and purchases as needed for cam ops and audio with p-card, and petty cash. I reconciled receipts, uploaded daily assessments, and media from current day shoots. Assisted talent with production schedules.

7/2013 Casting Assistant/The Taste/ABC I helped with participant registration the day of the open call. I issued registration numbers and took photos of participants, and scheduled call back times.

4/23-4/27/2013 Casting Recruiter/ Best Ink Season 3 I scouted local tattoo shops for potential on-air talent and show advisors. I photographed candidates and submitted reports to casting team.

4/11-4/15/2013 Casting Recruiter/ Real World 29. I recruited new roommates to audition for the next season. I submitted photos and personal bios for each candidate to the casting director.

3/27-4/10/2013 Set Production Assistant/Cold Justice. I worked both in the field and office. Petty cash purchases. Scanned in releases and case related files, production receipts, crew lunch orders. Airport pickup and drops. Shuttled crew to and from location.

12/5-12/9 Casting Recruiter/ America's got Talent. I passed out audition fliers to pedestrians and local venues. I also looked for talent to submit for private auditions.

12/2-12/12/2012 Casting Recruiter/ CBS Bake Off I handed out fliers to potential talent and submitted them to the casting producer for audition.

11/22-11/29/12 Casting Recruiter/ Assistant Love Games I scouted talent to audition for Love Games. Photographed and email contact information to home office. I worked the day of the audition, escorting talent to casting director, and taking photos of call back applicants, along with scheduling their availability for callback day.

10/20/12 Audience Coordinator (Releases) T.I. & Tiny: The Family Hustle/Chris Abrego Productions Memphis, TN. I passed out applications to concert attendees, checked and signed off of approved releases. Scanned in releases.

10/29/12- 11/01/12 Key Production Assistant Women of Nashville demo reel/ 23 South Productions/ Nashville. I assisted the producer in obtaining releases from on camera talent and businesses involved with the taping. I ran errands as needed and assisted talent.

0/27/2012 Casting Recruiter/ The Hero/TNT. I scheduled call back dates for applicants and went out and recruited more applicants to come in before end of audition day.

10/13/12-10/16/12 Casting Recruiter Walmart Moms and Dads Phase 2/Nashville, TN. I went out to three specific areas of Tennessee to recruit mothers and fathers to come in and audition for a Wal-Mart commercial to represent their hometown.

10/10/12 Casting Assistant/ Recruiter/ Bad Girls Club 11/ Bunim Murray/Nashville, TN. I scouted talent for the Nashville casting. On audition day I worked the registration area, and checking in applicants.

09/12 Location Scout/ TH Productions/ The Warby Parker Tour. I scouted locations for the upcoming Warby Parker Tour stop for Nashville, TN. I sought out locations which hosted potential Warby Parker clientele.

08/18/2012 Casting Associate/ Recruiter/ Cast Iron Productions. I recruited mom and dads for local Wal-Mart commercial casting call. I assisted with the Nashville, TN casting call and registration.

08/17-08/17/2012 Key PA / American Idol Small town bus tour/ I assisted the producer pre audition day and the day of the casting. Helped with setup and break down, reconcile of receipts, and other duties as directed.

06/20/2012 Set Production Assistant / Million Dollar Rooms/HGTV/Channel 8 Entertainment. I ran errands, assisted with production setup and breakdown during takes.

05/19-5/20/2012 Casting Assistant/ Bad Girls Club 10/Bunim Murray/Nashville, TN. I handled callback paperwork and photos, along with rounding up applicants for their interview.

5/11-5/13/2012 Casting Recruiter/Bad Girls Club 10/Bunim Murray/Nashville, TN. I scouted talent for the Nashville casting call, which included interview, and sending information to the casting team.

04/17/2012 -04/18/2012 Production Assistant/ Toddlers & Tiaras/ Authentic Television/London, KY. I drove production vehicles to each location, and assisted with setup and breakdown as needed.

04/16/2012 Production Assistant/ Channel 8 Entertainment/ Nashville, TN. I helped pick up materials during the taping and maintain location.

04/07-04/08/2012 Casting Assistant & Recruiter/ Real World 28 (Bunim-Murray Productions)-Nashville, TN. I assisted with taking photos of those selected for callback interviews and worked the call back day.

03/08/12 Production Assistant/ History Detectives/PBS/Nashville, TN I assisted with setup and break of the set, and other various errands as needed.

01/28/2012 Production Assistant/ The Singing Bee/Gurin Productions/Nashville, TN. I took photos of the applicants, handed out applications, and assigned audition groups.

07/2011 Production Assistant/Family feud (Wanderlust Productions) Nashville, TN. I helped tape the family auditions and assisted with the registration.

05/11-5/12/2011 Casting Associate & Recruiter, Bad Girls Club 8/Love Games (Bunim-Murray) Nashville, TN. I assisted in the recruiting of participants for both shows, which involved having those interested in auditioning fill out a questionnaire in which was submitted back to the casting coordinator, I also executed outreach to local businesses and radio stations to advertise the casting call, which led to 101.1FM doing a remote from the casting. Audition day I escorted talent, photographed call back participants, and made sure to contact home office to ensure audition short apps were fulfilled once they had completed.

3/30/2011 Casting Associate/ Real World 26/Bunim-Murray Productions/Nashville, TN. I assisted in gathering registrants and escorting them to the audition area, and other tasks as needed.

3/3-3/4/2011 Production Assistant/ Extreme Makeover-Weight Loss Edition (Eyeworks) - Brentwood, TN. I was responsible for purchasing items as for the production crew, assisting in setup and breakdown of set.

1/22/2011 Production Assistant/ The Voice / Mark Burnett Productions/ Nashville, TN. I assisted in the registration process, data entry of contestant information, checking in contestants, confirming paperwork was completed, and proper identification was up to date.

12/15/2010 Production Assistant, America's Got Real Talent (Cineflix Productions) - Louisville, KY. I helped hand out paperwork to applicants, setup and break down of casting, checking in applicants, and other task as needed.

12/1/2010 Casting Assistant, Bad Girls Club/Bunim-Murray Productions/Nashville, TN. I assisted in the open call by handing release forms to applicants, checking their paperwork and photos, I also called to remind applicants of their interview times along with other tasks as needed.

10/16/2010 Production Assistant/ The Biggest Loser Where Are They Now/BL Productions/Louisville, KY. I worked with the producer Rodney Holland in following former contestant Coach Mo around during the day. I helped with on camera releases and picked up the show's physician.

09/26/2010 Production Assistant, I Used To Be Fat/3Ball Productions/Martin, TN. I assisted the shooter and audio tech with releases and photos of those who signed release forms.

08/10/2010 Production Assistant, UPS Photography Shoot/Kevin Cooley/Louisville, KY. I helped Mr. Cooley gather release forms from employees whose photos were taken , airport pickup and drop off of the shoot editor, and other tasks throughout the day that were needed.

08/07/2010 Production Assistant, The Biggest Loser Open Call/Louisville, KY. I helped hand out applications to registrants and line control.

07/23-07/24/2010 Casting Assistant Bad Girls Club and Love Games Casting (Bunim-Murray Productions)-Louisville, KY. I assisted in the call back area and worked the following day for the potential callbacks, called them to confirm interview times, and other errands as needed.

7/15-7/17/2010 Production Assistant, American Idol Season 10 (AI Productions) I worked the registration table, checked identification and issued audition information, and worked the call back area took photos and documented contestants.

5/29/10 Production Assistant, The Sing Off/Avoca Productions. Registered teams of vocalists, and I took their photos for registration, and other tasks throughout the day.

5/22/10-5/23/10 Casting Assistant, Get Up and Dance/Gurin Production. I helped with registration and errands needed for casting directors.

4/30/10-5/3/10 Story Production Assistant, Dissident Productions/ The T.O. Show/VH1, Louisville, KY. I captured dialogue for each scene, recording the time of day and the audio channel. In addition to transcribing the dialogue I wrote up a synopsis of the story notes each day and emailed everything to the producers to have as a supplement to the video and audio.

4/10/10 Production Assistant/ Fincannon & Associates Casting/ Disney Channel/Disney XD/Disney Films open call, Nashville, TN. I helped in escorting the children and their parents to the audition area, made sure resumes and photos were completed before going to audition. I helped cover the registration table as needed, handing out the script and handing out applications.

4/3-4/4-10 Casting Assistant/ The Real World (Bunim-Murray) Susan Denison/Nashville, TN, Casting and callback day. The day of the open call I worked the callback room in which I took photos and handed the potential callbacks with the extended application. The day of callbacks I checked for incomplete paperwork, checked in each person, and other tasks that were needed by the casting director.

3/8-3/20/10 Production Assistant (Fivebinks Inc / Speed Channel/ Fast Track to Fame, Bristol, TN) I assisted the script editor with proofing the script before the taping of

the show, prepared note cards for the host, and I helped in shuttling crew from the airport.

2/20/10 Casting Assistant/Fivebinks Inc. &Speed Channel/Fast Track to Fame. I helped register attendees, checking their applications before submitting to producer, took photos, and copied driver's license information.

11/7/09 Production Assistant/ TLC/ The Imploders. I helped run errands for production crew along with distributing and gathering release forms. I helped in breaking down of production equipment.

10/29/09 Production Assistant/ Bunim-Murray/ Stephanie Gordon. The Real World Lexington, KY I helped contact those callback potentials to remind them of their appointment times for call back interview along with assisting in errands as needed for casting crew.

07/10-07/11/09 Production Assistant/ Corra Films. Papa John's Pizza commercial. I helped with setup and breakdown each day. I assisted the production manager with daily tasks and release forms.

5/05-5/10/09 Casting Assistant/Recruiter (PPI) The Singing Bee casting and recruiting Nashville, TN/ (Anthony Moore) I helped casting director scout for potential contestants, mostly singers who would be good at completing lyrics. I passed out flyers and contacted different agencies for talent. I worked the registration area both days of auditions.

04/22/09 Casting Assistant/ Bunim-Murray. (Stephanie Gordon/ Fatima) Bad Girls Club casting Nashville, TN. I helped check in the previously scheduled applicants, provided missing applications, telephones potential call-back applicants, helped with set up of lighting and camera equipment with casting director, Fatima, and other tasks as needed.

03/27-03/28/09 - Casting Assistant. Bunim- Murray. Susan Deninson/ Martin Booker and Jen Dickinson/ The Real World Season 23 Open Call Nashville, TN. I worked the open call and call back days. The day of the open call I worked in the call back room, handed out long applications, took digital pictures of applicants. The day of the call backs I checked in the applicants with their assigned casting director.

07/19/08- 7/21/08 Production Assistant / American Idol Productions (Pat O'Flaherty) Louisville, KY. I helped with crowd control the day of registration. I worked the winner's circle the day of the auditions in which I took a Polaroid and a digital image of the winners.

06/16 - 06/23/2008 Casting Assistant/Bad Girls Club (Bunim-Murray) Susan Denison/Kasha Foster. Nashville, TN. I helped with pre casting recruiting, handing out the fliers, helped with the day of interviews, and the two days of callbacks. I helped sort out applications and other jobs as needed with the casting director.



06/2-6/3/08 - Production Assistant. Mark Burnett/Jonathan Tazman/ Jingles, Nashville, TN.I helped usher in the people who came for the callbacks, took their photos for the applications, checked their applications for incomplete.

03/21/08 Production Assistant-Nicole Wahlberg/Hoosick Falls Productions. Nashville Star 6 Casting Call, Nashville, TN I was assigned to keep count of those who auditioned and reported numbers back to casting director.

02/23/08 Production Assistant-Brandon Nickens/Barb Wulf/NBC-25/7 Productions. The Biggest Loser Casting call, Nashville, TN. I helped with errands and passing out the wrist bands to those who wanted to audition, and passed out paperwork for contestants to fill out.

02/16/08 Casting Assistant. RW Production/Bunim-Murray Productions (Jennifer Dickinson and Martin Booker) Real World Casting Call (Lexington, KY). I helped hand out the potential callback applications, and took Polaroid pictures of applicants to attach with their application.

05/04-05/09/2007 Scout/ Production Assistant. AFN Productions (Laura Becker) Pussycat Dolls Present Season 2 Open casting call. Was asked to help recruit talent before the auditions and helped worked the day of auditions by bringing talent into the audition area

04/28-4/29/07 Production Assistant. Lock and Key Productions (Richard Brown). Deal or No Deal Casting Call  
Nashville, TN. I helped bring the talent to the audition area and I helped the next day with the callbacks bring back those scheduled for call back filming.

02/26/2007 Production Assistant. Profiles Television/Harpo Productions (Lissette Pinon). The Big Give Casting Call Nashville, TN. I helped to line up those who auditioned by groups.

07/26/06 Production Assistant/ Fox Show Me the Money casting call/ Brigadier Productions (Nashville, TN) I got to help pass out applications to participants waiting in line and guide them to the next PA who took them to the casting directors.

05/2005 Production Assistant/ NBC (Bunim-Murray Productions) Starting Over casting call (Louisville, KY)

I helped put the applications in order and attached photos, made the run for lunch along with another PA.

03/05 Production Assistant/ NBC Fear Factor casting call-Lock and Key Productions (Louisville, KY)

I helped in handing out the casting applications and escort the talent through the line.