

LEA HUTTON BEASMORE
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Education and Business Summary

Very detail oriented, communicative, and computer literate with a solid understanding of Microsoft software. A track record of performance in Education and Business with administrative support and service. Objectives - work with special events, as I am creative in this area or any position that is compatible with my background and qualifications.

Actress and Extra's Background in Featured Films

Served as either Actress, Casting Director, Casting Extras in the following movies. Films are current to 2020. And have worked over 100 films in five years. The best place to see the current films status to the year 2020 is my IMDB link <https://www.imdb.com/name/nm6627438/>

Current to 2020 have not updated here but on IMDB above

"Clovehitch" - 2017 - Extra in Movie - Grocery Shopper
"Road Less Traveled" - 2017 - Extra in Movie - Wedding Guest
"The Killing of A Sacred Deer" - 2017- Extra in Movie - Conference Guest
"Above Suspicion" - 2017- Extra in Movie -Stenographer
"Mom and Dad" - 2017 - Extra in Movie - Parent
"Nazareth" -2017 - Extra in Movie - Church Attendee
"Life and Death of John Gotti " - 2017- Extra in Movie - Juror
"Tragedy Girls" - 2017 - Extra in Movie - Teacher
"Andy's Rainbow" - 2016 - Role - Teacher
"United We Fall" - 2017 - Extra in Movie- Kidnapper
"FACES" - 2017 - Role - Female Bank Employee
"The Ultimate Legacy" - 2015 - Concert Attendee
"Bitter Sweet" -2015- Production Under - Alex Probst- Audacity Films

Selected Actress-Courtroom Participant "CANDLES" **Chance Film Productions**

Casting Assistant - "Messenger of Light"

TPTFILMS Entertainment

January 2016

Helped cast for this wonderful film "Messenger of Light," through TPTFILMS Entertainment

Camera Stills

Served as Photographer taking photos on set for the following "Short" films under the Direction of Christopher Siaens:

"Grace" - 2017 - "Short"

"Kitten in the Dumpster" - 2016 - "Short"

"Summerland" - 2016 "Short"

Unit Production Manager for the Following Movies

Served at Unit Production Manager involving contract management, equipment, craft services, and making sure locations, and casting for people on set were followed-through for the following movies: Negotiations on locations were always contracted and made sure we were at the right place and time through Call-Sheets.

"FACES" - 2017 - "Independent Feature" Devin Hylton -Edgewater Film Productions

"I Never Said Goodbye" - 2017 - "Short" Produced by Christopher Siaens

"Cat's Out of the Bag" - 2017 - "Short" Asbury Production Under Josh Bedsole

"The Exchange Program" - 2017 - "Short" - Asbury Production Under Ionut Kuhls and Paul Goodyear

"Phone Call" - 2017 - "Short" Production Under Brownrygg Wools and Isaac Blade

"REMNANT 13 Pilot"- 2016 - Production under Lindsey Productions LLC

"Kitten in the Dumpster" - 2016 "Short" Production Under Christopher Siaens

"Summerland" - 2016 - "Short" Production Under Christopher Siaens

"A Game of Chess" - 2016 - "Short" Production Under William David Glenn III

"Crazy" - 2016 - "Short" Production Under Matt Cronin

Stand-In for Movie, "Hope Bridge"

Rebel Pilgrim Productions

July 2013

Served in the movie "Hope Bridge," as an Extra and Stand-In, starring Kevin and Sam Sorbo and Boo Boo Stewart. I learned so much about movie production under the Director, Joshua Overbay. He was a great Director who really took interest in everyone who participated as well as Joe Boyd and Isaac Stambaugh, Producers.

Model

Christopher and Banks

Fayette Mall of Lexington, Kentucky

March 2014 to Current

Volunteered as a model for the shop Christopher and Banks in the Lexington Fayette Mall for Store Manager doing both in-store and runway modeling.

Substitute Teacher

Anderson County Board of Education

February 2003 – Present - Lawrenceburg, Kentucky

Assisted through the Anderson County Board of Education in 2003 as a Substitute in the Classroom. I enjoy working with children and being in the classroom environment. The day consists with following teachers' instructions on what to do in the classroom from education on reading, math, science, social studies, and taking children to special classes such as music, art, library, or gym. The day brings learning opportunities for both students as well as myself. I have been through special classes such as suicide prevention, cyber bullying, harassment, etc. I enjoy helping assist teachers through making copies, laminating, filing, and assisting in the cafeteria.

Instructional Assistant

Straub Elementary

August 1998 – May 1999 - Maysville, Kentucky

- Assisted five Title-One Teachers through instruction of reading groups totaling 25 children.
- Assisted in an administrative capacity responsible for typing correspondence, copying and filing.
- Instructed children in a Computer Technology class learning Reader Rabbit software in absence of teacher.

Administrative Assistant

The Valvoline Company

1988 – 1996 - Lexington, Kentucky

Worked in Corporate Headquarters managing budgets for Managers and Vice Presidents of the Marketing Department. Executed many duties working for the Manager of Graphic Designs and the Art Department such as setting up the Company Store, handling inventory as well as monthly profit and loss reports. Keyed data for drum labels. Managed file systems via computer and set up programs on Access Database.

11/93 –10/96 The Valvoline Company
Administrative Specialist

- Designed and developed a cost controlling system for the Account Specific Program and Sales Deduction Budgets utilizing the database Access.
- Maintained the Account Specific Program Budget, which included 15 departments, and the Sales Deduction Budget, which included areas of rebate programs and premiums.
- Identified areas of over-payments, duplicate payments and paid credits amounting in excess of \$900K within a three-year period of administering over the Budget Program.
- Assisted in organizing extensive filing system for the Marketing Research Department which created efficiency in locating documents.

10/88 – 11/93 The Valvoline Company
Senior Office Assistant, Lexington, Kentucky

- Designed and developed a system to control inventories and costs for the new Valvoline/Super America Company Store using the database system Paradox.
- Initiated and maintained computer labels on a mainframe system allowing for plants to access and process labels for drums.
- Designed and developed a system for filing programs on computer allowing for the access of documents in a timelier manner.
- Assisted in the preparation of events including the Indy 500, Annual Sales Meeting, and United Way Merchandising Committee.

Projects:

LAWRENCEBURG, KENTUCKY COMMUNITY NETWORK

<https://www.facebook.com/groups/255265640935/>

June 2010 – Present

- Administer through a great networking group of individuals on Facebook.
- Promote business and events throughout the community.

KENTUCKY FILMS <https://www.facebook.com/groups/1004987822883191/>

- Administer through a great networking group of individuals on Facebook.
- Promote film, casting calls and filming events throughout the State of Kentucky and promotes our Kentucky Film Commission and its Resources.

Volunteer Experience and Causes

Kentucky Film Commission

Present

Currently volunteer for our Kentucky Film Commission through areas of:

Camera Unit Still Photographer
Casting for Talent Assistant
Casting Talent / Director
Production / Production Manager / Line Producer
Production / Production Assistant
Production / Production Coordinator
Production / Production Secretary

4-H Camp Counselor

July 2009 - July 2016

SPECIFIC RESPONSIBILITIES INCLUDE:

- Involved campers in all scheduled activities while at camp, and assume campers are on time for programs.
- Supervised group living environment (i.e. housekeeping, personal hygiene, social skills, responsibility, sharing, and following rules).
- Participated in camping activities, and encourage all campers to join.
- Counseled homesick campers.
- Followed all guidelines and policies of the University of Kentucky 4-H Program.
- Recruited campers.
- Actively participated in the program planning and implementation for the week.
- Encourage campers to try new activities.

Education

University of Kentucky - Lexington Technical Institute

1981 – 1983 Associates Degree