



# CHARLIE PEARLE

## Production Resume

### PRODUCTION COORDINATOR

December 2025 - June 2026

August Jackson

Chicago, Illinois

- Onsite, Pre-Production, and Remote
- Creating Excel, Word, and PowerPoint documents to organize incoming data
- Taking notes for meetings across workstreams and distributing to appropriate parties
- Documenting client needs and working with producers and TDs to create executable action plans
- Building show books, Assisting ASM, Producing pop-up attendee areas

### SCHEDULE AND TRAVEL MANAGER

May 2022 - June 2025

Alford Media Services

Coppell, Texas

- Managing task assignment, travel details, and team calendar for around 50 staff members and 200 freelancers.
- Assisting in coordinating internal events.
- Coordinating and leading interviews for promising candidates.
- Creating reports as needed to support financial reporting.

### OFFICE MANAGER

May 2018 - March 2019

TexPrompt

Flower Mound, Texas

- Automating office operations, managing client correspondence, record-tracking and data communications.
- Liaising directly with customers to fulfill requests and assure satisfactory outcomes.
- Proactively identifying and solving complex problems impacting management and business direction.
- Planning for major business changes including computer system conversions and office relocation.

### PRODUCTION ASSISTANT

Freelance 2015 - 2018

- On-the-spot problem solving for video shoots, live corporate events, and other on-site activities

### EDUCATION

University of North Texas

Denton, Texas

- Bachelor of Arts 2017
- Major :: Theatre
- Minor :: English - Creative Writing