

MAGGIE PARKER BOTTLES

CONTACT

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5052 Argus Dr. #103
Los Angeles, CA 90041

Profile Enthusiastic professional providing exceptional support in areas of arts management, production and education.

Education University of Kansas; B.A. Theatre Performance, Art History

Skills Excellent interpersonal skills. Quick learner. Team player. Ability to work in high-paced, fast-paced environments. Self motivated. Conditioned sense of humor, patience, and positivity. Proficient in Microsoft Office, Filemaker, Google Docs and various social media platforms.

Additional Experience

Grand Park Big LA Portrait Gallery, Co-Curator 2016-

Credence Entertainment, Assistant PT, 2015-2017

Coterie Theatre, Peer Educator/Performer, 2013-2015

Taproot Theatre, Education Intern, 2012-2012

Director of Styling, Redeye Represents; Los Angeles, CA; Feb. 2016- Present
Senior Styling Agent representing set designers, stylists and illustrators for print, digital and broadcast work.

Administrative Associate, Performing Arts Workshops; Los Angeles, CA, 2015 - 2016
Oversaw administrative aspects of PAW summer camps and after-school programs. Primary customer service correspondent. Spearheaded monthly marketing and development initiatives.

Production Assistant, Hallmark Cards, Inc.; Kansas City, MO, 2014 - 2015
Worked directly with the Director of Talent to schedule, coordinate and execute audition sessions for print, film, and voiceover. Scouted local talent. Oversaw daily maintenance of internal database. Issued talent releases. Presented proposals to Art Directors and Producers. Assisted in other areas of production as needed.

Project Manager, RE/MAX Excel; Lawrence, KS, 2012-2014
Researched and assisted in the implementation of a paperless filing system. Managed and enhanced brand reputation through social media and search engine optimization. Developed and executed personalized marketing strategies for agents.

Casting Assistant, WrightLaird Casting; Kansas City, MO, 2010-2012
Assisted with daily audition operations. Cataloged actor headshot/resumes. Served as a key team member engaging pedestrians during street castings. Assistant to Casting Director for on-camera acting workshops.