

## **LYDIA E LEWIS**

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### **Professional Summary**

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Skilled Creative Director overseeing writers, designers and artists to accomplish challenging objectives. Excellent communicator, problem solver and detail-oriented coordinator proficient in business operations and client needs. Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of character development and biographies with training in creating characters from conception. Motivated to learn, grow and excel in film and television. Committed to the complete design with over 20 years of industry experience. Innovative with a passion for developing creative teams to execute seamless productions. Quality-driven and ready to apply over 20 years of experience with your prestigious company. Familiar with television and film client request, communication strategies and marketing standards to complete productions and get quality results. Able to Handle administrative tasks, maintain various Google Docs, update and edit calendars, organize and schedule team meetings, newsletters, and ideas. Monitor social media for relevant events. Conduct meetings for production staff and crew members while managing basic tasks. I am proficient in storytelling and script writing. I meet multiple daily deadlines. A proactive thinker with the ability to think of not just the next step, but to anticipate the one after that. I am familiar with web production tools. Most certainly, I am a meticulously creative professional, excellent at juggling multiple tasks and working under pressure. Broad industry experience includes Motion Pictures, Television, Theater, Commercials, and Stage Plays. Action-oriented with a strong ability to communicate effectively with technology, executives, business clients, and audiences. Extensive project management experience.

### **EXPERIENCE**

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#### **Creative Director, Creative Minds @ Work**

Atlanta, GA | 2021 - Current

- Conducted research on royalties, copyrights and permissions for footage, images and music to prevent legal consequences.
- Established procedures and quality standards for department.
- Revamped work strategies and processes to accomplish agency objectives.
- Managed campaigns with specific focuses in order to meet customer needs and creative visions.
- Oversaw, guided and coached all designers and art directors.
- Evaluated and contributed to creative team ideas and translated into actionable project plans.
- Developed high-impact creative projects from concept to completion, including trailers and promotional content for company campaigns.
- Supervised design and production staff developing innovative designs for TV projects while managing deadlines.
- Planned art and design requirements for all artists, management companies and internal teams.
- Oversaw full teams of writers, artists, designers and project managers.

## **Stage Manager, The Encore Theater and Gallery**

Birmingham, AL | 1999 - Current

- Arranged production schedules for up to 30 cast members and technical crew.
- Managed timelines and resources for productions
- Coordinated rentals and purchases of supplies for productions.
- Collaborated with technical crew and cast to safeguard presentation of artistic vision.
- Enforced safety measures due to potential stage equipment hazards.
- Interacted with crew members to oversee technical elements, including lighting, graphics, audio and camera movements.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.
- Identified and approved equipment and elements required for productions such as scenery, lights and music.
- Reviewed scripts to determine most appropriate methods to use for directing both actors and crew members.
- Conducted meetings with staff to discuss production progress and to attain production objectives.
- Observed tight deadlines and strict budgetary controls to avoid waste and streamline costs.
- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Exceeded goals through effective task prioritization and great work ethic.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Maintained excellent attendance record, consistently arriving to work on time.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

## **Production Assistant, AMRAE Theater Company**

Birmingham, AL | 1999 - Current

- Created reports and documents while submitting production paperwork on time.
- Wrote scripts and shot sheets and edited content for stage production projects.
- Maintained schedules, managed deadlines and interfaced with teammates to support production activities.
- Communicated with other crew members via walkie talkies.
- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Reviewed activities for production team to complete tasks on time.
- Gauged production progress to inform leaders of performance concerns.
- Interacted positively with actors and actresses when escorting to and from trailers during filming.
- Supported world-class directors and service delivery to client community including agencies, brands and entertainment industry partners.
- Reviewed production specifications to verify accurate weights and measurements prior to mixing ingredients.
- Reviewed film and gave suggestions when asked.
- Realigned production schedules to factor in changing conditions such as materials shortages and changing designs.

## **Actress, Bertrum Miller Productions**

Birmingham, AL | 1989 - 2010

- Captured audience by making audience laugh, cry and become excited, shocked and scared.
- Studied and rehearsed roles from scripts to interpret, learn and memorize lines, stunts and cues.
- Learned about characters in scripts and relationships to each other to develop role interpretations.
- Participated in numerous rehearsals per production to adequately prepare for performances.
- Built personal social media following of over 500 fans to expand influence.
- Completed voice-overs for advertisements
- Attended over 800 auditions over ten years with 89% success rate.
- Studied scripts to successfully portray over 10 characters in drama and comedies through speech, body language and movement.
- Researched roles by reading material or shadowing people similar to portrayed character.
- Wrote original or adapted material for dramas, comedies, puppet shows, narration and stage performances.
- Performed humorous and serious interpretations of emotional actions and situations, using body movements and gestures.
- Sang and danced as part of creative ensembles and troupes for dramatic and comedic performances.
- Met with production director to discuss required poses, movements and persona to be portrayed.
- Acted in several productions, performing alongside various well-known actors and actresses.
- Committed to diligent rehearsal of lines both with partner and groups to optimize deliveries.
- Leveraged skills in gesturing, body movement and special voices to draw in audience members and build emotional engagement.
- Perfected my skills through private pursuits, lessons and group activities while attending a few auditions each week.
- Collaborated with directors, producers, writing staff and performance teams to determine optimal performance strategies and perfect approaches.
- Conducted interviews with media professionals, bloggers, and online personalities to promote performances.
- Supported production needs by setting up and breaking down stages, moving props and distributing supplies.
- Used stock illusions and original works to entertain and delight audiences.
- Created original works and used public information to fuel performances.
- Worked with fellow actors to execute successful performances each year.
- Implemented special songs, dance routines and musical numbers to diversify performances.

## **Associate of Arts**

University of Alabama At Birmingham | Birmingham, AL

- Associates degree in Theater Arts

## **Master of Arts - Aug 2013**

Liberty University | Lynchburg, VA

- Graduated magna cum laude
- Graduated with 5.0 GPA
- Masters of Divinity in Christian Counseling

## **Bachelor of Science - Aug 2009**

Southeastern Bible College | Birmingham, AL

- Dean's List 2009, 2008, 2007
- Christian Counseling and Biblical Studies
- Graduated with 5.0 GPA
- Graduated in Top 5% of Class
- Graduated magna cum laude

## **High School Diploma - May 1989**

Jones Valley High School | Birmingham, AL

- Coursework in Choir, Dance, and Theater
- Comprehensive Magnet Blue Ribbon School for the gifted
- Honor Roll all four years

## **Film and Television Credits**

Race Track Fan - Movie

FINN CANNON  
THE TRAVLER  
Wilmington, NC

Reader - Movie

CAROCO STUDIOS  
THE DITCH DIGGERS DAUGHTER'S  
Wilmington, NC

Wedding Party - Movie

CAROCO STUDIOS  
TO DANCE WITH OLIVIA  
Wilmington, NC

COMMERCIALS

CBS - UPN68- OGILVEY & MATHIS  
Atlanta, GA

Basketball Fan - Movie

WALT DISNEY'S EDDIE  
Wilmington, NC

Cheryl - Movie

BLACK SCORPION'S VALLEY OF LOST SOULS  
Jasper, AL

Stand in to lead - Movie

FINN CANNON'S TWILIGHT MAN  
Wilmington, NC

**MAKE IT HAPPEN THEATER COMPANY**

Women's usher board - Theater

Birmingham, AL

**THE ENCORE THEATER AND GALLERY** formally AMRAE Theater Company  
IN ASSOCIATION WITH MARC "THE PLAYRIGHT" RABY

**SPECIAL SKILLS**

**DANCE**

West African, Jazz, Hip Hop, Modern, Praise, Reggae, Free-style, Ballet, Tap.

**DIALECT**

African, Southern, Northern, Jamaican, British, Slang

**VOICE**

Alto

**ATHLETIC**

Basketball, Football, Softball, Track, Volleyball, US Army basic training.