

# Kellynn Meeks, MFA

Administrative Coordinator/Project Manager

Los Angeles, CA 90019

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[Kellynnmeeks.com](http://Kellynnmeeks.com)

## EDUCATION

Penn State University, State College, PA, MFA Acting  
University of Minnesota, Duluth, BFA Theatre

## PROFESSIONAL AFFILIATIONS

Lessac Institute, Certified  
Trainer, Lessac Kinesensics

## RELEVANT EXPERIENCE

### **LESSAC TRAINING AND RESEARCH INSTITUTE**

**2014- PRESENT**

The Lessac Training and Research Institute is non-profit 501 c3 Corporation and International Membership Association dedicated to the evolution of Arthur Lessac's Kinesensics Voice and Body Training. In addition to offering certification training and workshops, we serve a small, global membership of approximately 200 Certified Trainers and Practitioners.

#### **President, Board of Directors:**

(2020-present)

- Serving on the Executive Leadership Team during institutional introspection, meeting with Board Strategy specialists to incorporate a clear business plan.
- Review and proposed revisions of Bylaws to support growth mindset and diversity.
- Work closely with the Managing Director to oversee all operation and affairs of the corporation
- Supervise and control the affairs of the corporation and the activities of the officers
- Preside over all Board meetings

#### **Director and Large, Secretary and Marketing Team Coordinator**

(2014-2019)

- Working with the management team on various projects and addressing administrative needs
- Scheduling all board meetings and taking, distributing minutes and reports
- Initiated and implemented the organization's move to Google Drive for non-profits and set up an organization wide system.
- Act as administrator of the Google Drive user accounts
- Maintaining communication with Membership via Google Groups, Facebook, Constant Contact, Squarespace, etc.
- Creating marketing material for events, conferences and workshops
- Management of data collection for workshop and events and membership information
- Created all graphic for the Lessac website

### **Project Manager; Various**

- Overseeing the creation and build of the new [LTRI website](#), working directly with the webdesigner to map the site and created of all visual content on the website and working with various team to ensure the design met their needs and expectations
- [Current] Maintains the LTRI website and member areas and developments, updates information as required.
- Growing the website's functionality through Squarespace to include areas for Members only
- Developed online learning materials to support Certified Trainer's who moved to online teaching during the Covid-19 pandemic.
- Implementing and sustaining the membership areas of the LTRI website, including the new interactive [Member Listings](#) and all membership renewals.
- Training members to use new membership portal
- Educational platform designer/consultant remote workshops, including building a website to house all asynchronous content for a 4 week training workshop, and training teachers to use the LMS.
- Maintaining training videos via Vimeo
- Identifying membership incentives and implementing changes to the membership platform which saw a dramatic increase in membership
- Running online membership meetings and interacting with membership about interests and membership sustainability

### **NEW YORK FILM ACADEMY**

**2011- present**

The New York Film Academy is a WASC Accredited higher educational company servicing a global student population. As an instructor in both the Acting Department and the Language Arts and Sciences Department, courses taught include, History of Theatre, Shakespeare, Voice & Movement. Students enrolled at NYFA are pursuing BFA and AFA in Performance and Filmmaking. Other relevant experience includes;

### **Associate Chair (Acting Department)-Voice & Movement Studies**

**(2015-2017 )**

- Curriculum development for Voice and Movement courses for BFA, MFA, AFA and non-degree programs
- Interviewing and training new instructors on department procedures.
- Led department meetings for Voice and Movement instructors to keep current with changes to curriculum
- Proofing and approving instructor Syllabi Addendum.
- Participated in faculty meetings with the Chair and fellow Associate Chairs to discuss departmental needs and changes

**Writers Guild of America, west, Inc.**

**2001-2007**

**Legal Assistant**

The Writers Guild of America, west, Inc. is a non-profit labor union serving thousands of writers for the film and television industry. Serving in the organizations Residuals and Legal Depts, duties included

- Meeting the administrative needs of multiple attorneys and coordinators
- preparing correspondence and Arbitration material
- Answering WGA Member questions
- Using the WGA Database to review payment information and residuals for members
- Research as needed
- Maintaining calendars

**ADDITIONAL ADMINISTRATIVE EXPERIENCE**

Office Manager/Personal Assistant

2010-2011

Legal Secretary, Trust and Estates

2008-201

Administrative Assistant, Solomon Smith Barney

1999-2000

**TEACHING EXPERIENCE** \*\*Full CV is available upon request

UCLA Extension, Adjunct Instructor

2018-Present

Santa Monica College, Adjunct Instructor

2015-2018

**RELEVANT SKILLS AND PROGRAM KNOWLEDGE**

Type 70 wpm,

Canva, Constant Contact, Web CMS (Squarespace, Wix, Wordpress), Excel, Google Docs, Slides, Sheets, Powerpoint, Zoom (scheduling and running), Vimeo, iMovie, Photoshop, Mail Chimp, Google Groups, Social Media Management, Machforms, Database Experience, Quickbooks