



CONTACT

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ADDISON BROWN

Creative Project Manager

PERSONAL PROFILE

Hey there! I'm a highly organized creative project manager with over five years experience in writing, show production, and project management. I'm skilled in overseeing multiple projects from concept to completion, with a proven track record of producing successful live sketch comedy shows throughout Chicago. I'm known for exceptional time management, creative direction, and the ability to lead and collaborate effectively with diverse teams.

EXPERTISE

- Project Management
- Creative Direction
- Time Management
- Organization
- Show Production
- Copywriting
- Script Writing

SOFTWARE KNOWLEDGE

- Air Table
- Miro
- Asana
- Final Draft
- Canva
- Microsoft Office
- Google Office

PERSONAL SKILLS

- Blogging
- Proofreading
- Improvisation
- Storytelling
- Problem Solving
- Adaptability
- Public Speaking

WORK EXPERIENCE

PROJECT MANAGER

Moonwake Collaborative | Oct 2023 - present

-Managing multiple digital marketing projects simultaneously, including accounts with over two million followers on social media.

-Ensuring projects are delivered on time and within budget by tracking progress against project plans every day.

-Crafting engaging and persuasive social media copy, SEO blogs, and email campaigns, enhancing brand visibility and driving customer engagement.

WRITER/ PRODUCER

Chicago, Illinois | May 2018 - present

-Developing, writing, and producing over 12 full-length sketch comedy shows, managing all aspects of production from concept to final performance.

-Overseeing all marketing efforts, including designing and printing posters, creating social media campaigns, and boosting ticket sales.

-Leading auditions for over 80 actors, curating diverse casts.

CO-EDITOR

Little Old Lady Comedy | May 2024 - present

-Oversaw complete website redesign resulting in 48k site visits within first 2 months of relaunch.

-Implemented more efficient submission system, rapidly increasing productivity of our team

-Reading and responding to ~75-100 submissions per month.

-Updating website and social media accounts multiple times/week

-Developing new and engaging content for readers and subscribers

NANNY / PERSONAL ASSISTANT

Chicago, Illinois | Aug 2018 - Aug 2024

- Managed daily schedules, including transportation to and from school and extracurricular activities.

- Communicated regularly with parents to provide updates on their children's progress, behavior, and any concerns.

- Cultivated trusting relationships with children and parents, becoming a reliable part of the families' support system.

EDUCATION

BA IN ARTS MANAGEMENT + THEATER

The College of Charleston | 2013 - 2017