

# Carleigh Foutch

• North Hollywood, CA • 972-439-4701 • [carleigh752@gmail.com](mailto:carleigh752@gmail.com)

## EDUCATION

The University of Oklahoma, Class of 2017

- Bachelor of Arts in Journalism | Bachelor of Arts and Sciences in Human Relations

## PROFESSIONAL EXPERIENCE

**Raven's Home Season 6 | It's A Laugh Prod. | prod. by Raven Symoné, Jed Elinoff, Scott Thomas**  
*Lead Testing Administrator, October 2022 – May 2023*

- Maintained testing information for all cast, crew, producers, and vendors, including sending out testing notification communications
- Communicated effectively with department heads to ensure their core and day player crew were eligible to work per studio requirements
- Organized a high-stress working environment through clear communication, problem solving, and adaptability

**Gray Horse (Killers of the Flower Moon) | Apple Studios, LLC | dir. by Martin Scorsese**  
*Health & Safety Secretary, June 2021 – September 2021*

- Organized health & safety testing information
- Assisted HSC coordinator with department purchase orders, vendor billing and communication, and other departmental organization, such as team building events, weekly time card collection, memo writing, and email communications

**Reservation Dogs (Series) | Minim Productions, Inc. | dir. by Sterlin Harjo**  
*Production Secretary, March 2021-June 2021*

- Assisted in production office set up and shut down
- Maintained cast and crew lists for run of show
- Coordinated office communication distribution via Scenelchronize
- Assisted with other misc. tasks such as package shipments, lunch orders, supply orders, handling office phones, etc.

## ADDITIONAL PROFESSIONAL EXPERIENCE

- **Welcome To Chippendales (Series) | Crew & Vendor Testing Administrator, Feb-Aug 2022**
- **Oh Great, Riley's Depressed Again (Short Film) | Set PA, May 2022**
- **The Island (Short Film) | Set PA, April 2022**
- **Gray Horse (Feature Film) | Health & Safety Zone Monitor, Dec. 2020 – Feb. 2021**
- **Unplugging (Feature Film) | Office Production Assistant/Runner, Sept.-Nov. 2020**
- **Reservation Dogs (Pilot) | Office Production Assistant, Aug. -Sept. 2020**

## WRITING AWARDS + PUBLICATIONS

- Quarterfinalist - 2022 WeScreenplay TV Pilot Competition - *Under the Influence*, 2022
- Top 100 – Launch Pad Prose Competition - *Amanda Says*, 2022
- Honorable Mention - L. Ron Hubbard's Writers of the Future Contest–*Amanda Says*, 2020
- Okie Comics Issue #6- *Mayhem at the Memorial Marathon*, 2019
- Metropolitan Library System Literary Magazine- *A Short and Sweet Saturday Love Story*, 2018