

Charlie Pearle

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Summary

Experienced manager employing exceptional rapport and relationship building abilities seeking professional position. Highly-developed communicator with proven capabilities in complex problem-solving and conflict resolution, as well as extensive office and personnel organization expertise. Storyteller with experience translating ideas to various platforms including plays, screenplays for short films, poetry, and short stories.

Skills

- Strong written and verbal communication
- Detail oriented and organized
- Scheduling and calendar management in Google, Outlook, and enterprise scheduling software
- Adept at communicating ideas and goals across departments
- Proficient with MS Office (Excel, Powerpoint and Word)
- Interpersonal communications and conflict resolution
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Experience

Scheduling and Travel Manager May 2, 2022 - June 13, 2025 *Alford Media Services- Grapevine, TX*

- Managing task assignment, travel details, and team calendar for around 50 staff members and approximately 200 freelancers
- Assist in coordinating internal events
- Coordinated and lead interviews for promising candidates
- Tracked number of worked days for our road staff
- Create reports as needed to support financial reporting
- Execute expense reports for myself and others

Substitute Teacher October 2021 - April 2022 *ESS- Frisco ISD*

- Leading classroom Instruction
- Follow lesson plans set by teachers
- Continue education in child development and specialized subjects

Claims Consultant April 1, 2019 - August 20, 2021 *Lockton Companies- Dallas, TX*

- Receiving claim information from Lockton client and verifies current insurance coverage.
- Reports claim information accurately and promptly to the appropriate insurance carrier on behalf of the Lockton client.
- Fields all questions and act on requests concerning claim progress in a timely manner.
- Proactive in handling daily mail.
- Protects the confidentiality of information learned by performing the duties of the position.
- Makes a positive contribution to customer satisfaction and constantly strives to improve service to the customer.
- Responsible for collecting client's claims data from various insurance carriers or TPA RMIS Systems.
- Ability to efficiently organize work and manage time in order to meet deadlines.

Office Manager May 2018 - March 2019 *TexPrompt-Southlake, TX*

- Automated office operations, managed client correspondence, record tracking and data communications.
- Coordinated logistics for corporate events national and international for teleprompter equipment and personal logistics.
- Elevated productivity initiatives and managed presidential calendar, including coordinating itinerary and scheduling events.
- Evaluated and identified ineffective workflow processes to devise and implement solutions that achieved greater productivity and personnel performance.
- Improved operational efficiencies by managing work requests, new orders, pricing, and changes while coordinating logistics to verify delivery dates.
- Liaised directly with customers to meet needs and maintain satisfaction.
- Wrote professional business correspondence.
- Drafted internal documents and memoranda.
- Proactively identified and solved complex problems that impact management and business direction.
- Planned for major business changes including computer system conversions and office relocation.

Additional Experience

Podcast Producer/Host/Writer

- Script writing
- Research
- Coordinating with audio engineer and cohost to create a cohesive story
- Planning special events
- Coordinating social media

Film Direction

- Coordinate with writers to translate the story to film
- Creation and maintenance of an artistic vision.
- Organizing and direction of cast and crew members.
- Communication and mediation among various department heads.

Production Assistant

- Anticipating the needs of producers, technicians, and clients alike.
- Ability to maintain physical exertion throughout long hours.
- Assisted with events for companies like Western Horseman, Whataburger, and Make A Wish.

Internship

- Promotions and paperwork for Western Wishes Charity Organization.
- Event Production for the Stallion Service Auction in support of the Wounded Warriors Fund.

Education

University of North Texas- Denton, TX 2017 *Bachelor of Arts: Theatre Performance*

- Minor in English: Creative Writing