

# Samlyne Georges

## Contact

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## EXPERIENCE

Oakwood University  
Huntsville, AL  
09/24 - Present

### Office Manager

- Oversee daily office operations, including high-volume phone calls, scheduling, and email correspondence
- Coordinate travel arrangements and process reimbursements for faculty and staff
- Maintain financial records, track departmental budgets, and process vendor payments
- Organize departmental events and meetings, managing logistics and interdepartmental communication

The Green Room Film  
Festival  
Huntsville, AL  
08/24 - 03/25

### Creative Director

- Developed and executed the festival's aesthetic theme, ensuring cohesive branding and decor across venues, programs, and signage
- Secured event sponsorships, negotiated with vendors, and managed the decor and production logistics budget
- Recruited and led creative and coordination teams; delegated tasks and managed workflows to ensure seamless execution
- Collaborated with university departments and faculty to communicate the creative vision and resolve last-minute challenges while maintaining visual integrity

BronzeLens Film Festival  
Atlanta, GA  
08/24

### Production/Office Assistant

- Managed audience engagement, including registration, ushering, and distribution of festival materials.
- Coordinated guest logistics, including check-in and hospitality for filmmakers, speakers, and panelists.
- Organized and maintained production documents and schedules, ensuring accurate records for all team members.
- Coordinated logistics for festival-related events, including preparing materials, confirming venues, and communicating with vendors.

Black Writers Weekend  
Atlanta, GA  
08/24

### Production Assistant/Assistant Videographer

- Assisted Unit Production Manager in coordinating logistics for the annual event focused on celebrating and empowering Black writers, including panel discussions and networking events.
- Managed event registrations, ensuring attendees, speakers, and panelists had accurate schedules and materials.
- Supported venue setup and breakdown, including seating, AV equipment, and registration tables.
- Liaised with writers, publishers, and guest speakers to facilitate seamless scheduling, communication, and engagement.

## EDUCATION

Oakwood University  
May 2023

**Bachelor's of Arts, Film & Television Production**  
**Associate of Arts, Photography**

## SKILLS

- |                    |                       |                          |
|--------------------|-----------------------|--------------------------|
| • Microsoft Office | • Travel Coordination | • Expense Tracking       |
| • G Suite          | • File Organization   | • Requisition Management |
| • Calendly         | • Records Management  | • Project Planning       |
| • Time Management  | • Budgeting           | • Adobe Creative Cloud   |

## CREATIVE PROJECTS

The Barely Scripted Podcast  
June 2019 - Present

### Podcast Host, Producer

- Produced and hosted episodes on storytelling and creative growth
- Managed content, interviews, editing, and distribution
- Promoted the show across social platforms to grow the show's audience
- Built a listener community around identity and artistry