

Patrick Sprague

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PROFESSIONAL SUMMARY

Casting professional with management experience, exceptional people skills, and a strong eye for talent. Highly organized and adept at tracking casting leads, maintaining files and schedules, and reviewing reels and online submissions. Known for thriving in fast-paced environments while supporting actors, producers, and creative teams with precision and enthusiasm.

CORE SKILLS

- Talent Evaluation
- Casting Outreach
- Audition & Callback Coordination
- Actor Database & File Management
- Scheduling & Calendar Management
- Producer/Director/Agent Collaboration
- Pitch Deck & Website Updates
- Microsoft Office Suite (Word, Excel, Outlook)
- Google Workspace (Docs, Sheets, Drive)
- Adobe Acrobat Sign
- Social Media Outreach & Trend Awareness
- Strong Communication
- Deadline & Detail Management
- Discretion & Confidentiality in High-Profile Projects

RELEVANT EXPERIENCE

Action Lines Media

August 2025 – October 2025

Casting Associate, "Crackers" original pilot

Los Angeles, CA

- Managed casting process for original pilot episode filming.
- Scheduled and organized auditions, callbacks, fittings, and on-set appearances with accuracy and efficiency.
- Prepared and distributed casting materials and session reports to creative teams and executives.
- Managed the casting process across multiple scripted projects, from initial outreach to final booking confirmations.
- Maintained detailed casting files, databases, and schedules to track dozens of actors across concurrent projects.

Tweedy Productions

June 2025 – September 2025

Casting Associate, "Acting 101: The Series"

Los Angeles, CA

- Managed the casting process across multi-episode series, from initial outreach to final booking confirmations.
- Reviewed self-tapes, reels, and headshots to identify talent aligned with creative and production needs.
- Coordinated with producers, directors, managers, and agents to align casting choices with project goals.
- Scheduled and organized auditions, callbacks, fittings, and on-set appearances with accuracy and efficiency.
- Maintained detailed casting files, databases, and schedules to track dozens of actors across concurrent projects.
- Oversaw communication with talent via email, phone, and social media to ensure smooth outreach and scheduling.

Medical Solutions

April 2022 – October 2024

HRIS Coordinator

Long Beach, CA

- Optimized workforce efforts by organizing employee data based on critical needs, guaranteeing urgent requests were resolved more efficiently with the crucial data more easily available to my team.
- Followed detailed checklist of possible system data pitfalls within the onboarding process.
- Performed large-scale data deduplication, consolidation, and standardization of employee records across multiple legacy programs following corporate acquisitions.
- Improved HR Help Desk efficiency: Resolving employee inquiries through a dynamic online user interface and ensuring precise updates within the UKG ecosystem, resulting in a 20% reduction in errors across the platform.
- Hired no less than 70 external employees into our company system daily utilizing PowerBI and the UKG Import Tool.
- Winner of HR Data Quality Control award.
- Designed dynamic training manuals, reducing typical employee onboarding time by nearly a full day and shared my expertise by training new hires on UKG, HR Help Desk, and other systems during their onboarding process.
- Partnered with the Benefits Department, streamlining the wait time for new hires to access their benefits.
- Authored improved email response templates that decreased typical return requests by 15%.
- Completed roll-out of new ticketing platform to diminish unnecessary barriers for employees to receive assistance from administrators.
- Lead team "Fun Committee," weekly programs designed to build camaraderie through intellectually stimulating team-building activities.

EDUCATION

Columbia College Chicago

August 2016 – December 2019

Bachelor of Arts, Acting