

Kathleen (KC) Taylor
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SUMMARY

Quality administrative professional who adds value and embraces challenges through a problem-solving approach and solutions-oriented outcome. Strong communicator—both written and verbal. Strong work ethic and proven dependability.

EXPERIENCE

2010—2012 Project Coordinator/Executive Assistant

- Supporting several executives in the hospitality industry with complex tasks such as international travel and communications coordination among lawyers, architects and other stakeholders
- Project Coordinator, Memorial Hospital (temporary position, Snelling Staffing)

2004—2010 Vanderbilt University ~ Executive Secretary to Vice Chancellor

- Supporting the Vice Chancellor in grant, budget and faculty activities
- Managing office workflow including but not limited to: document writing and filing, presentation preparation, travel planning, maintaining calendars etc
- Verifying author publications for the departmental academic promotions committee
- Member of the team implementing Vanderbilt's participation & compliance with the National Library of Medicine's "Go Local" initiative & Public Access Policy

2002—2004 Various Temporary Assignments

- Various temporary administrative placements via employment agencies spanning a variety of industries including medicine

2001—2002 New Generation Films ~ Director of Content

- Writing corporate communications, including press releases and marketing materials for the introduction of a new product at the Cannes Film Festival
- Developing alliances with film producers, distributors and studios

2000—2001 Concrete Entertainment ~ Management Associate

- Selecting material and subsequently advising writers during script development
- Managing relations with the client base and identifying opportunities for same
- Tracking prospective talent and projects at various film festivals

1995—1999 Forty-Seven Films ~ VP Development

- Project oversight from rough draft through festival release and theatrical distribution including: researching financing scenarios, contract negotiations and liaising with financiers, governmental agencies, broadcasters and distributors
- Coordinating producers and writers in the timely development of written material into an entertainment product