

# Marlo Mysliwiec (SHE / HER)

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Organized, detailed, and solution-oriented employee with a combined experience of over 4+ years in film, theatre, and audio production. 10+ years of administrative experience scheduling, communication, and managing project timelines/deadlines. Hard-working, positive 'can-do' attitude, with an eagerness to learn and grow in the industry.

## Experience

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### **Undermain Theatre Film** — *Production Assistant & Covid Compliance Officer*

OCTOBER 2020 - MARCH 2021

Under the direction of the producers, directors, and design teams, created the production calendar, oversaw deadlines, and wrote dailies. Interpreted and distributed information via report communication processes and coordinated with different departments for widespread awareness and seamless changes. Ongoing follow-up on action items to ensure work met deadlines. Tracked, managed, and maintained props and costumes pieces during production. Assisted film technicians including set-up, strike, and operating hardware and software as needed. Designed templates, prepared, and implemented forms, tracking spreadsheets, and various documents for full reports on production. Researched and implemented policies and procedures as Covid Compliance Officer.

### **Writer Wrong Podcast** — *Production Coordinator & Co-Producer*

SEPTEMBER 2019 - APRIL 2021

Juggled multiple stories and episodes meeting various deadlines in full collaboration with the Co-Producer and Artistic Developer. Initiated talent scouting, guest chasing, and casting. Read, reviewed, and provided script supervision during development and production. Created scene breakdowns, booked recording studios, gathered conflicts, and developed production calendars for recording sessions. Added to a series story bible as a continuity editor. Provided creative audio input during the editing phase including sound design, technical errors, and effects. Tracked and financed budget for talent and marketing campaigns. Produced and coordinated the following trilogies: *SPINES*, *The Griwertones*, *The Canyon*, *The Disappearance of Lottie Carmichael*, and *Fairlandria*.

### **Undermain Theatre Stage** — *Actors Equity Association Stage Manager*

OCTOBER 2018 - MARCH 2021

Abided by Actors Equity Association contract rulebook and served as the primary point person for the designers, performers, and the theatre administrative team during pre-production, rehearsals, and live performances. Responsibilities included scheduling, communication during rehearsals and show-running lights, sound, and special effects during live performances. Supervised, delegated to, and trained assigned Assistant Stage Manager(s). On-the-spot problem-solved, balanced priorities, and multi-tasked efficiently in a fast-paced environment requiring creativity, adaptability, and flexibility. Executed a variety of administrative responsibilities, report writing, filing forms, and tracking spreadsheets for production.

### **City of Dallas** — City Manager's Office — *Executive Assistant*

FEBRUARY 2022 - PRESENT

Provides exceptional administrative support to executive leadership and the Assistant City Manager. Organizing and maintaining multiple calendars and files. Tracking various aspects of numerous projects and policies. Independently organizes follow-ups to affect the continuation of project production. Coordinates with various departments for City Council and Committee meetings, agenda development, prepares briefing presentations and memorandum materials, attends meetings, and hosts virtual events. Successfully communicates to departments, directors, and the general public through excellent written and oral communication skills. Uses discretion with highly confidential items.

## **City of Dallas** — Department of Housing & Neighborhood Revitalization — *Administrative Specialist II*

JULY 2021 - FEBRUARY 2022

Provided administrative support to a department of 50+ employees with various needs. Scheduled interviews for new hires, organized and created a structured onboarding process, and properly managed exit procedures. Redesigned and maintained the department website to include a fresh look and updated continuity. Formulated automated alerts in tracking spreadsheets to measure employee performance and accountability for safety training, rotation calendar, and contract progression. Effectively communicated both urgent and routine departmental information as well as assisted residents with resolving issues and concerns. Participated in or led All-Hands Staff meetings and created guidelines and protocols for productivity. Wrote a thorough standard operating procedure for job specific responsibilities of the Administrative Specialist II role.

## **CornerStone Staffing**

City of Dallas — Department of Housing & Neighborhood Revitalization — *Housing Project Coordinator*

AUGUST 2020 - JULY 2021

Performed a variety of advanced contract administrative functions by collecting, investigating, and analyzing the accuracy and consistency of contracts with established agency program policies from initial review, City Attorney approval, and final filing. Executed various accounting procedures, invoice reconciliation and payment, and individual budget analysis/preparation. Developed, coordinated, and maintained record keeping, data entry, and organization of tracking spreadsheets, and filing systems. Responded to inquiries, disseminated information effectively through correspondence, reports, documents, and more both orally and by written delivery.

City of Dallas — Department of Aviation — *Office Assistant*

NOVEMBER 2019 - MARCH 2020

Worked as advanced administrative office assistant for the division manager and Aviation Operation Technology. Managed office supplies, inventory, and distribution of mail and packages throughout the division. Responded to inquiries about technical programs, policies, and procedures regarding department cell phone management providing strong client-first service communication. Arranged travel plans, attended as a representative, and coordinated meetings, conferences, and seminars for the division.

## Education

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**Wayne State University** — *Bachelor of Fine Arts: Dance*

**Southern Methodist University** — *Audit: Introduction to Stage Management*

## Skills & Strengths

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Passion for the arts ♦ Strong work ethic ♦ Collaborative team player ♦ Encouraging and supportive leader ♦ Trusted and loyal ♦ Reliable and punctual ♦ Multi-tasker with impressive attention to detail ♦ Effective written and verbal communication skills ♦ Meticulous, detail-oriented, and organized ♦ Creative problem-solving ♦ Advanced with Microsoft Office, iWork Office Suite, Google Docs, QLab, Legistar ♦ Experience with Slack, Basecamp, Shotgrid

## Certificates

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Beginner Data Academy: Excel and Tableau: 11/22/2021 ♦ COVID-19 Compliance Officer Certification: 12/01/2020 ♦ American Red Cross Psychological First Aid: 06/02/2020 ♦ Johns Hopkins Psychological First Aid: 06/25/2020 ♦ Stage Management Symposium: 05/31/2020 ♦ The School at Jacobs Pillow: Jazz and Musical Theatre: 2006