

ROSLYN LANEAR

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Licensed Driver
U.S.Passport
New York City

Past & Present Projects

Sept. 2023 - Mineola, NY - Darby Players/Drama Club. - Drama Moderator
Oct. 2019 - Brooklyn, NY - Webseries: The Green Card - Lead Production Assistant
Nov. 2018 - New York, NY - Indie Short: The Product Launch- Production Manager
Nov. 2018 - New York, NY - America's Got Talent - PA: Audition Reg.
June 2018 - New York, NY - PopSugar Playground - Brand Ambassador
Dec. 2017 - New York, NY - America's Got Talent - PA : Audition Reg.
Nov. 2017 - Philadelphia, PA - NeoCon East 2017 - Room Monitor
Oct. 2017 - New York, NY - SyFy Network (NY Comic Con)- Brand Ambassador
Aug. 2017 - Brooklyn, NY - AfroPunk - PA: Ticket Scanner & Crowd Control
June 2017 - Philadelphia, PA - The Voice 14 - PA: Crowd Control/Registration
May 2017 - Queens, NY - Pixar CARS 3 Tour - Brand Ambassador/Crowd Cont.
Feb. 2017 - Somerset, NJ - Discover The Dinosaurs - Brand Ambassador/Ticket
Jan. 2017 - New York, NY - America's Got Talent - PA: Audition Reg.
Nov. 2016 - New York, NY - CL+HELLO BITCHES TOUR - PA: Merchandise
Feb-Jul. 2016 - New York, NY - Chelsea Film Festival: KINO & VINO - Volunteer
Sept. 2016 - New York, NY - Stage Play: Lost & Found - Stage Manager
Nov. 2014 - New York, NY - Comedy Central Pres.: Comics to Watch - Office PA
Oct. 2014 - New York, NY - Indie Film: HerTORY - Set PA & Talent Escort
Aug. 2014 - Brooklyn, NY - Kingdom Choice Awards - Set PA & Talent Escort
May 2014 - New York, NY - TVLand Presents: Cause Change - Set PA/Talent
Sept. 2013 - Brooklyn, NY - Kingdom Choice Awards - Set PA/Talent Escort
Aug. 2013 - Brooklyn, NY - MTV Video Music Awards - Receptionist/Office PA
Jul. 2013 - Philadelphia, PA - NUL National Convention - Office Asst/Talent Es.
Jul. 2012 - Central Islip, NY - Indie Film: Just Another Part of Me - Crafts
Jul. 2012 - New York, NY - TVLand Presents: Best Night In - Office PA/Runner

Skills & Certificates

- ▶ **Hardware:**
PC & Apple Laptops & Desktops
Mobile Devices: iPad & Tablets
- ▶ **Software:**
Android & Apple Creative Apps
Windows 7 & up & Mac OS X 10.5 & up
Microsoft Office (Both Windows & Apple)
Excel, Word, Publisher, Outlook
Adobe Creative Suite Photoshop
- ▶ **LIVE Performance/Broadcast/Stream Operator:**
ATEM TELEVISION Software
ProPresenter Software,OBS,
StreamYard, Restream
YouTube Live, BlackMagic Design,
Wirecast, Proclaim (Faith based)
- ▶ **Visual Design Platforms:**
Canva.com, GoDaddy Studio (app),
Photoshop, Photogrid, Wix,
Clipchamp, Procreate
- ▶ **Digital Media Platforms:**
Facebook (FB Live), Instagram,
Twitter, YouTube, WhatsApp, GroupMe,
SnapChat, Zoom, TikTok, MarcoPolo,
Telegram, Clubhouse
- ▶ **Certifications & Partnership/Affiliate**
 - Wix Partner Program

Professional Experience

- ▶ Digital and tangible ads
- ▶ Directed Photo shoots
- ▶ Arranged agreements
- ▶ Strong presentation skills.
- ▶ Knowledge of various types of media.
- ▶ Understanding of visual arts & photography
- ▶ Stage Management
- ▶ Stage Set Up (Instruments/Sound)
- ▶ Knowledge of internet and radio advertising
- ▶ 20+ years of Corporate Office Admin.
- ▶ Problem solving
- ▶ Social Media managing
- ▶ Drops (Voice overs)
- ▶ Talent liaison
- ▶ Graphic design
- ▶ Catering (Prep/breakdown/setup)
- ▶ Listening and execution
- ▶ Networking
- ▶ Organize press kits
- ▶ Greenroom experience
- ▶ C-SUITE EXPERIENCE

Previous Employment

Mar. 2005 - Oct. 2021 Department Assistant
Viacom, Inc. - New York, NY (Core Service Facilities)

- ▶ Co-operated with Viacom Security to ensure building access by utilizing software for the following: Visitor Registrations, Employee IDs, Bike Room Entry, etc.
- ▶ Dept. Calendar Upkeep (Colleague Time Off, Team Meetings, Signage Scheduling, etc.)
- ▶ Coordinate Dept. Events (i.e. Birthday, Holiday Pot-Lucks)
- ▶ Conference Room Upkeep
- ▶ Employee Support in both locations all locations (Times Sq. & Hudson)
- ▶ Shop Inventory (Key and Equipment sorting, restock)
- ▶ Assist in Mail Room Duties (i.e., Mail check in and package prepping-FED-EX)
- ▶ C-Suite Experience- Executive Receptionist, Assisted the Executive Assistants to the CEO, CFO & Owner on special project
- ▶ Handle Purchase Orders using MARKETplace & Ariba - (i.e.: Creating Shopping Carts, Input Invoices, Confirm Order)
- ▶ Direct contact w/offsite vendors for production shoots, storage, moving, maintenance, and/or Viacom related events
- ▶ Reception Back-Up
- ▶ Assist with Special Projects as assigned by Facilities Director
- ▶ Place orders for Maintenance Techs & Building Management upon requests
- ▶ Monitor and respond to ANGUS (maintenance) request tickets

