

CRYSTAL E. GREEN

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PROJECT MANAGER | CREATIVE DIRECTOR

Proactive project manager with a diversified background in supporting the creation and development of media and literature. Nuanced and innovative director skilled in overseeing cross-functional teams and full-scale production environments. Results-driven, proficient in performing extensive research necessary for quality storytelling. Confident manager with strong conceptual skills, experienced in optimizing creative processes that result in quality deliverables.

*Business Development | Creative Writing | Customer Service | Digital Content Production | Editing | Social Services
Marketing Strategy | Operations Management | Script Development | Canva | Final Draft | Final Cut Pro | CRM*

HIGHLIGHTS & ACCOMPLISHMENTS

10+ Years of Customer & Social Services | Self-published Author (memoir & novel)

Writer, Director, & Producer of digital media (including film, tv, & new media)

Winner of 'Film Excellence Award' by Hollywood Women-Themed International Film Festival for short film, *Lock the Door*

TRIBE Writers Graduate & Divergent Content Member

PROFESSIONAL EXPERIENCE

Project Manager: THE GREEN MOTION PICTURE COMPANY 09/2021 – 01/2023

- Developed new projects; wrote, produced, directed, and edited video content designated for the web and tv/film distribution
- Oversaw budget and logistical needs required for production
- Sourced required production assistance needed to facilitate creation of media
- Developed high-level campaigns and engaging content for digital advertising across multiple platforms

Creative Director: MEDIA HEIST 01/2014 – 01/2023

- Developed new projects; wrote, produced, directed, and edited video content designated for the web and tv/film distribution
- Drafted and pitched new projects for production; managed production team in the execution of scripts and storylines
- Sourced talent and managed filming locations; negotiated rates for vendors and services
- Managed social media and web marketing campaigns across multiple channels to increase viewership and streams

Content Writer: FREELANCE / INDEPENDENTLY CONTRACTED 2021 – 01/2023

- Researched and sourced relevant information pertinent to various topics ranging in the arts, mental health, and wellness
- Conceptualized and authored articles for publishing in print and online mediums
- Published articles in *Hello Postpartum*, *The Michigan Banner*, and *Hearst Midwest*

Author: SELF-PUBLISHED, *If You Can Survive Prison* and *Lavender Lily* 2018 – 01/2023

- Wrote, edited, and self-published one memoir and novel
- Created and designed book covers; published literary work using Amazon KDP, Draft2Digital, and IngramSpark
- Created online marketing materials including website and social media marketing campaigns
- Managed payment processing platform and oversee product sales

Customer Service/Ticket Agent: DELTA AIRLINES 2012 – 2015

- Greeted customers to guide and assist them with the ticketing and baggage check-in process
- Used a computer to sell, print, and reissue tickets
- Managed the check-in process, ensuring that customers had the proper travel documentation
- Tagged baggage and performed lifting tasks that involved transferring baggage from scales to conveyor belts

Specialist: Children's Protective Services: MICHIGAN, BAY COUNTY DEPT. OF HUMAN SERVICES 2010 – 2011

- Investigated and assessed alleged child abuse/neglect complaints, often under time constraints and stressful conditions

- Visited clients in their residence to assess suitability of living conditions and capabilities of parents and/or caretakers
- Served as a member of teams consisting of professionals from law enforcement agencies, medical agencies, and other outside agencies organized to discuss cases/referrals/investigations, develop or revise policies and procedures, perform process improvements, or enhance collaborative efforts
- Used automated case management (CMS/CWS) systems to write status reports and document actions pertaining to assigned cases

ADDITIONAL EXPERIENCE

Screenwriter / Graphic Novel Developer: FREELANCE /INDEPENDENT CONTRACTOR 2015 - 2022
Virtual Assistant: LOVE 1 MINISTRIES 2011 - 2013

EDUCATION

Bachelor of Science in Sociology, Minor in Criminology | Certificate in Writing
University of West Georgia