



andrea mcclain

828-381-5147

hello@andreamcclain.com

CLEVELAND, OH



add contact

EXPERIENCE

| Title | Date | Role | Production | Company | Director |
|---------------------------------------|-----------|----------|------------------|---------------------|---------------|
| "Colormix Forecast: Anthology Vol. 2" | Aug-2025 | Prompter | CEU | Think Media Studios | Bob Ruggeri |
| "Claims Adjuster Recruiting" | Aug-2025 | PA | Recruiting Video | Progressive | Dustin Lee |
| "Rewards Worth Celebrating" | July-2025 | PA | Commercial | Mirada | Kristine Tsui |
| "First Time" | May-2025 | PA | Short | Maple Films | Dustin Lee |
| "Sherwin-Williams" | Apr-2025 | PA | Commercial | Chirp Films | Rick Fisher |
| "Best Day" | Mar-2025 | PA | Commercial | Whatever Work Films | Caio Guatelli |

Director of Service Management

2018 - Nov 2023

GLOBAL LINKING SOLUTIONS - CHARLOTTE, NC

- Communicated effectively, worked, and built relationships with diverse teams and stakeholders (internal and external), from entry level to C-suite, in a fast-paced, high-pressure environment.
- Oversaw complex workflows and schedules, ensuring timely delivery of client services.
- Led development of training plans, team procedures, and comms strategies. Managed team of 10 people.
- Participated in industry conferences, client site visits, and professional networking events, interacted with high-level stakeholders.

Service, Program Manager

2014 - 2018

GLOBAL LINKING SOLUTIONS - CHARLOTTE, NC

- Tracked comprehensive project plans, including: scope, status, timelines, and resource allocation.
- Managed service delivery for top-billing clients.

SKILLS + QUALIFICATIONS

- Valid driver's license
- Valid passport
- Experience driving box truck
- Mac, PC literate (A+ certified)
- Presentation Prompter - **Proficient**
- Excel - **Expert**
- Powerpoint - **Expert**
- Photoshop - **Proficient**
- Illustrator - **Proficient**
- Premiere Pro - **Beginner**
- Word - **Proficient**
- Adobe Audition - **Beginner**
- Adobe Animate - **Beginner**
- Adobe Acrobat - **Beginner**
- Visio - **Expert**
- After Effects - **Beginner**

EDUCATION

GREATER CLEVELAND FILM COMMISSION

Producing for Animation Workshop w/

Diana Ritchey - **Jun 2025**

Accounting Clerk Workshop - **May 2025**

Intern/Shadow - **April 2025**

Locations Department Workshop - **Mar 2025**

PA Workshop - **Feb 2025**

PA Workshop - **Jan 2025**

SOUTH PUGET SOUND CC

Professional Script Supervising Series w/ Eve Butterly - **Sep 2025**

TRI-C FILM ACADEMY

Prod. Accounting w/ Steve Loff & Derek Yip - **Jun 2025**

QUEENS UNIVERSITY OF CHARLOTTE

BA, Psychology, Minor in Human Biology - **2015**