

Leigh Ann Fulcher
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Member of IATSE Local 491

Objective

I am looking for an environment that offers a greater challenge, increased benefits for my family and the opportunity to develop further skills and enhance my career potential in a creative environment.

Experience

Set Dresser
Appendage **7/2022-8/12/2022**
Indie Film
1121 South Front Street
Wilmington, NC 28401

Set Dresser
Disney **5/2022-07/2022**
Our Kind of People (strike)
1223 N 23rd St
Wilmington, NC 28405

Construction Utility
Netflix **7/2021-11/2021**
Florida Man Season 1
1223 N 23rd St
Wilmington, NC 28405

SPFX Covid Utility/Buyer's Assistant
Mixed Bag Productions **3/2021- 6/2021**
The Righteous Gemstones Season 2
4301 Dorchester Rd
North Charleston, SC 29405

Benefits Coordinator
IATSE Local 491 **7/2016-3/2021**
1924 S. 16th Street
Wilmington, NC 28401

- Assisted new applicants in the process of joining the union and coordinated scheduling interview meeting with Business Agent
- Acted as Benefits Coordinator and handled communications for members with the IATSE Benefit Fund Office pertaining to healthcare, annuity, and pension
- Drafted weekly email blasts to members and managed text communications regarding upcoming events/meetings
- Tracked benefit contributions for productions and assisted other office staff in processing payments of quarterly dues
- Created flyers and quarterly newsletters via Adobe InDesign
- Maintained spreadsheets to track membership inquiries, benefits, trainings, etc

College Road Animal Hospital **4/2015-3/2021**
4140 South College Road
Wilmington, NC 28412

- Welcome clients and their pets into clinic in a friendly and courteous manner
- Answer incoming calls and route to appropriate staff member
- Review patient records and ensure that recommended immunizations and tests are up to date

- Accurately document client's questions and concerns in patient records and relay all of the information to the doctor
- Collect payments and schedule follow up visits
- Complete daily duties such as appointment reminders and call backs to check on patients after surgery
- Assist technicians and doctors with pets during visits as needed

Music Medic
901 Martin Street
Wilmington, NC 28401

4/2013-4/2015

- Assembled saxophone pad sets
- Accurately pull, pack and ship finished goods
- Prepare and paste labels on shipments using the appropriate shipping method as specified by customer
- Maintain a clean and organized work space
- Maintain files of shipping records

Skills

Strong communication, organizational, and leadership skills, ability to work in a team environment or independently, exceptional attention to detail, excellent customer service and problem-solving skills, accustomed to working in a fast-paced environment

References

Simon Parkin – 910.616.6657

Mark Worhman – 910.231.6390

Wes Benson – 910.742.5810

Angela West – 910.409-0575

Elise Eisel (Practice manager at College Road Animal Hospital) - 910.619.4951

Philip Lanzi (Owner and lead DVM at College Road Animal Hospital) – 910.297.2770

Additional references available upon request.