

Laura Gleason
5932 Beckford Avenue, Tarzana, CA 91356
Cell: 818-634-3216
[**lwgleason@att.net**](mailto:lwgleason@att.net)

SUMMARY

Responsible Paralegal very detail oriented with excellent literary, composition, editing and interpersonal skills.

EXPERIENCE

Los Angeles County Public Defender's Office

San Fernando, CA

Paralegal Intern

01/2013 - 05/2013

Researched where to send requests for clients' medical records, school records and mental health records

- Composed letters and drafted memos requesting clients' medical records, mental health records and school records for assisting in trial preparation and sentencing recommendations
- Assembled murder books for trial
- Summarized depositions

Los Angeles County Public Defender's Office

San Fernando, CA

SVP Unit (Sexually Violent Predator)

05/2012 – 01/2013

Paralegal Intern

- Organized and prepared case files for attorneys and paralegals
- Researched accommodations and travel itinerary for Paralegals

ABC, CBS, Fox TV, 20th Century Fox Films, United Artists, Viacom New York & Los Angeles

Casting Director

1980 - 2000

- Interfaced with the Screen Actors Guild (SAG), American Federation of Television and Recording Artists (AFTRA), and Actor's Equity (Equity) in contract negotiations
- Put out notices to all agents and managers of what parts were needed and their requirements.
- Talked with agents and managers regarding casting ideas and set appointments for their appropriate actors.
- Conducted interviews and auditions and maintained accurate records and files
- Negotiated rate of pay and terms of employment and hired actors
- Coordinated schedules and managed casting assistants
- Consulted with directors, producers and agents regarding final casting
- Negotiated rate of pay, hired actors, provided actors' shooting schedules
- Former Member of the C.S.A. (Casting Society of America)
- Former Member of the ACADEMY OF TELEVISION ARTS & SCIENCES

SBW Productions

Tarzana, CA

Producer

08/2005 – 01/2009

Produced a new theatrical production in Los Angeles and New York City

- Developed project proposal
- Worked with the playwright to make sure all the changes had been made in the script to my satisfaction and made copies of the script for distribution
- Created and managed budget
- Procured venues and hired director, technical team and box office team
- Negotiated contracts and rate of pay
- Handled correspondence and administrative oversight
- Oversaw publicity
- Oversaw printed programs

Westmark

Encino, CA

Producer

2002 - 2004

Produced two highly successful theatrical fundraising productions at the Skirball Cultural Center in Los Angeles using prominent actors including: Ted Danson, JoBeth Williams, Sally Kellerman among others.

- Developed project proposals
- Conducted research for theatrical copyrights and secured the rights
- Procured venues, and negotiated contracts with the venue and technical crew
- Organized and coordinated the activities of program committees
- Created and managed project budgets; negotiated product donations
- Handled correspondence and administrative oversight
- Authored, edited and proofread programs

SKILLS

- Excellent literary skills including composition, editing and vocabulary
- Managing telephones, utilize standard office machines, word processing software

CERTIFICATIONS

Notary Public of California – Commission # 2032458 – Expires July 4, 2017

Paralegal Certificate – University of California Los Angeles Extension - 2013

- American Bar Association Approved Paralegal Program
- Earned with Distinction, Peer Editor, GPA 3.7

EDUCATION

University of California Los Angeles Extension Course

Los Angeles, CA

“Legal Primer for the Entertainment Business”

06/2013 – 09/2013

University of California Los Angeles

Los Angeles, CA

Received Bachelor of Arts - Theater

Northwestern University

Evanston, IL

General Education – Theater Arts/English Major