

William John Austin

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WilliamJohnAustin.com

Work Experience

The Lion King - National Tour (09/2017 - 03/2020)

- Assistant to the Company Manager - Responsible for Travel and Lodging arrangements for myself and others.
- Arranging opening night parties through coordinations with our press team and local vendors and presenters
- Facilitated rehearsals for new company members, imparting crucial information on the practical aspects of being a part of a 155 person show.

CEO of William John Austin (Since 2012)

- Finding and booking acting and voice over work
- Creating invoices and collecting payment from past due payees
- Property Management of rental property in Reno, NV, including scheduling maintenance and repairs
- Coordinating with Managers and Agents on business plan and how best to advance the group both financially and artistically
- Maintaining and updating the website WilliamJohnAustin.com

Personal Assistant to James Austin - CEO of James Austin Engineers, Inc. (2012 - 2017)

- Keeping the day-to-day affairs of a busy engineer in order.
- Answering emails and phone calls, invoice creation, data entry, Excel expense reports
- General Office Management
- Personal errands, arranging meetings, site visits, travel and lodging, diner reservations.

The Voice of Xyzal (Since 2016)

- The voice of Nigel the Owl for the Xyzal Allergy Medicine ads. Dozens of videos and appearances over the years, including The Late Show with Stephen Colbert and Good Morning America.

Education

- Brown University - Masters of Fine Arts - 2012
- University of California, Berkeley - Bachelors of Arts - Political Science - 2009