Russell Godfrey

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**Professional Experience**:

**Legal Assistant** – Law Offices – Woodland Hills, CA – October, 2016 - Present

**Data Entry/Marketing Assistant** – Rodeo Realty – Beverly Hills, CA – August, 2014 – June, 2016 - Assist real estate agents with printing advertisements and marketing themselves - Maintain Excel files for marketing purposes (proficient Microsoft Office software) - Use office phones and handle large quantities of emails

**Library Assistant** – Urbana Free Library – Urbana, IL – August, 2013 – July, 2014 - Shelved/organized large quantities of books, cd’s, dvd’s, and audiobooks - Accessioned artifact donations in the Champaign County Archives - Set up audio equipment for performances and private meetings

**Legislative Intern** – Checkmate Strategies – Baton Rouge, LA – January, 2013 – June, 2013 - Involved in grassroots lobbying on behalf of several statewide Louisiana organizations - Assisted with bill review and helped prepare for House and Senate floor amendments - Attended House and Senate committee hearings and various board and council meetings

**Archaeology Lab Assistant** – Rural Life Museum – Baton Rouge, LA – August, 2012 – November, 2012 - Washed and accessioned artifacts - Bagged artifacts and filed corresponding documents

**Entertainment Experience**:

**Writer –** Bite Me, Season 2, Episode 6, 8 – Sidewalk Films – November, 2016

**Production Assistant** – Veritas, Web Series – October, 2016

**Production Assistant** – Bite Me, Season 2, Episode 2, 3, 5 – Sidewalk Films – October, 2016

**Production Assistant** – Divine Decree – 3 Good Sons Productions – October, 2016

**Production Assistant** – Demo – Tal Vez Entertainment – June, 2016

**Boom Operator** – The Narratives: Part III – Independent Film – November, 2014

**Education:**

B.A. in History – Louisiana State University – 2013

Various classes – Second City Chicago – 2014-2016

Various classes – Improv Olympic Hollywood – 2015

**Other:**

**Satire writer** – Article published by The Second City Network – March, 2016