

LYNETTE ALISON GAINES
818.509.7871

EDUCATION:

10/94 – 04/01

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Presently pursuing Bachelor's of Science degree in Biology.
Letters in Science Major in Biology
GPA: 2.1 ending Spring 2001

WORK EXPERIENCE:

3/1/08 – 3/20/08

DAVID E. KELLEY PRODUCTIONS, Set Production Assistant

Duties: Assisted with various tasks on set including relaying pertinent information to filming to all cast, crew and production office. Also aided assistant directors with cast and background. Worked on several locations setting up production and cast trailers. Helped assistant directors monitor the set during filming. Collected in/out times of cast and crew for production reports. Responsible for walkies and other rented equipment while on set.

1/8/07 – 3/1/08

DAVID E. KELLEY PRODUCTIONS, Assistant Production Office Coordinator

Duties: Oversaw and delegate duties to all production assistants including the distribution of any and all paperwork pertaining to production. Ordered supplies for all production departments as well as field requests from the production and corporate offices.

6/05 – 1/5/07

DAVID E. KELLEY PRODUCTIONS, Production Assistant

Duties: Distributed any and all paperwork pertaining to scheduled shoots including call sheets, scripts, and revisions. Delivered correspondence to FOX, ABC, and the company's payroll service. Provided necessary information to all departments as well as assist on set during location shoots and double-ups.

3/02 – 6/05

COPELAND & COMPANY – PUBLIC ADJUSTER, Executive Assistant

Duties: Adjusted insurance claim settlements for homeowner and renter's policies regarding fire, water, and earthquake damage. Executed duties within the field including personal property inventory and on-sight representation of the homeowner in the presence of an insurance adjuster. Drafted correspondence for open insurance claims specifically pertaining to the homeowner's requests for payment of additional living expenses.

8/98 – 4/00

**MATERNAL – CHILD IMMUNOLOGY CLINIC – UCLA
MEDICAL CENTER, Clerk**

Duties: Supervised front office procedures including patient appointment check-in, assisted attending physicians with acquiring personal information and medical history for clinical medical records. Scheduled patient appointments and confirmation, filed patient records, kept physicians updated with current patient appointment status. Also assisted with drafting grant proposals and directly involved in journal research for staff and faculty.

INTERNSHIPS:

9/01-Present

AIDS PROJECT LOS ANGELES-DENTAL OFFICE-Volunteer

Duties: Assisted insurance manager with medical billing for various dental procedures and oral surgeries. Also updated current patient records and files for scheduled appointments. Observed dentists performing a number of dental procedures in designated operatories. Answered high volume of calls and directed patients to appropriate personnel.

6/01-9/01

W.H.I.S.P.E.R.S. PROGRAM-Volunteer

Duties: Under the supervision of Dr. Vicky Mays of the Neuropsychology Department at UCLA, assisted in organizing and distributing health related material for statistical and experimental purposes.

SKILLS:

Proficient in Windows 1996 - Vista (2007) and Apple OS X

REFERENCES:

Available upon request.