

OLIVIA BYNUM

Phone: 561.877.9777 | Email: obynum@usc.edu , oli.bynum@gmail.com | [LinkedIn](#)

EDUCATION

The University of Southern California (USC)

B.A. School of Dramatic Arts (Dean's List); Entertainment Industry Studies USC School of Cinematic Arts; Pre-Law ALD Academic Honors

Expected Graduation: Spring 2027

EXPERIENCE

The Dragonfly Agency Los Angeles, CA	Sept 2025 – Present
<i>Talent Intern → Model Recruiter</i>	
• Run and curate the commercial/theatrical department social media, creating content that highlights talent diversity and strengthens brand visibility, raising interactions by 80% in 3 months	
• Manage operational workflows: maintain a Syngency database of 500+ agreements, prepare detailed briefings, track deadlines/submissions, and oversee scheduling to support daily agent needs. Showed strong written and verbal communication	
• Recruiting + setting up meetings with over 60 fresh faces a quarter, resulting in a recruitment rate of +20% and strong talent relation skills	
Kim Williams Casting Los Angeles, CA	Sept 2024 – Sept 2025
<i>Casting Intern → Assistant</i>	
• Reviewed and logged 400+ audition tapes weekly and delivered concise, actionable notes/talent research for casting decisions.	
• Promoted for reliability, attention to detail, and strong judgment in demanding, deadline-driven workflow.	
• Managed casting databases, script coverage, prepared materials, and supported in-person casting sessions.	
• Conducted research on actors, institutions, and creative references to support casting strategy.	
Ringle Remote, Seoul, South Korea	July 2024 – Present
<i>Global English Coach</i>	
• Led 300+ one-on-one sessions focused on improving clarity, tone, and professional communication.	
• Built long-term client relationships through personalized coaching and consistent results.	
• Grammatically edited interviews, statements, and speeches for clarity and impact.	
CCA Agency Burbank, CA	May 2024 – Aug 2024
<i>Talent Agent Trainee</i>	
• Managed confidential rosters of 300+ actors on Skybolt across Breakdown Express, Casting Networks, and Casting Frontier.	
• Handled daily client communication to verify submissions, send materials, and confirm appointments.	
• Supported agents with research, scheduling, organization, and administrative tasks.	

PUBLIC SPEAKING & COMMUNICATION

Featured Speaker

The Interns' Perspective | USC Panhellenic Council

Nov 2024

• Selected as one of three students to address 150+ industry professionals on improving workflow and communication.

Speaker – Entertainment, Communications, and Media

Peer 2 Peer Networking Event | USC Panel for Recruiters

Nov 2024 & 25

• Guided students exploring media careers and discussed creative, business, and industry structures.

LEADERSHIP & INVOLVEMENT

- Served as head of Women's Heart Health committee (Fall 2024); Involved in organizing philanthropic events, raising +\$50,000 in donations to Women's Heart Health Foundation (connected to cause on familial level)
- Member of Marshall Entertainment Association (Fall 2025 – Present); Expands understanding of the entertainment industry and literary development through professional panels/events
- Founder and President of Caribbean Heritage Society (Fall 2019 – Spring 2023); Founded and led a culturally focused student organization, coordinating events, managing membership, and enhancing Caribbean representation on campus.

SKILLS

Core Competencies: Attention to Detail, Time Management, Project Coordination, Client Relations, Organizational Leadership, Talent Relations, Talent Research, Script Coverage, Data Management, Adaptability, Strong Written & Verbal Communication, Calendar Management, Scheduling

Technical Skills: Google Workspace, Microsoft Office, iWork, Breakdown Express, Casting Networks, Casting Frontier, Casting Workbook, Casting.com, Syngency, Skybolt

Languages: English (Fluent), Jamaican Patois (Fluent), French (Conversational)