

# Brandon M. McCray

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## Administrative Overview

Diligent Administrative Assistant, who manages community projects, undertakes complex assignments, meets deadlines and delivers superior performance. Possess practical knowledge of city government, works under limited supervision with considerable latitude for the use of independent judgement. Apply strong community outreach to inform residents within the respective districts of activities happening in the city and their community. Operate with a strong sense of urgency and thrives in a fast-paced setting.

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## Professional Experience

### City of Birmingham • Birmingham, Alabama • 2009 – Present

*A municipal corporation under the laws of the State of Alabama. Birmingham is the largest city in the state with a population currently estimated at 230,237, and a metro population of 1,128,047.*

#### Administrative/Committee Assistant – District 6, City Councilor Sheila Tyson • 2013 – Present

Supervise the affairs of the Birmingham City Councilor. Brief the Councilor of all affairs concerning the district and other matters of concern that facilitate effectiveness within the office. Manage the Councilor's committee meetings, request notice of all meetings to ensure compliance with the Open Meetings Act, and prepare agendas for that committee meeting. Correspond with other City departments for information.

- Analysis & review the City's annual operating and capital budget
- Manage day to day management of the district 6 office
- Coordinate and manage all projects that the Councilor does for the citizens of the district
- Organize and collect information for the Councilor's assigned committees, and other boards and agencies

#### Committee Assistant – District 2, City Councilor Kimberly Rafferty • 2009 – 2012

Manage community events and attend numerous meetings and functions of interest as directed by the Councilor. Attend neighborhood meetings to update residents on the affairs of the city. Worked closely with Central Staff to ensure that all attachments and information relative to items are forwarded to the Clerk's office for inclusion on the agenda. Researches and prepares resolutions (letter of sympathy, congratulatory, and family reunions) acknowledgement for adoption by Council.

- Report or direct citizen's complaints to 311
- Acts as a liaison in coordinating matters between the City Councilor and the residents
- Knowledgeable about Tuesday's agenda

### All The Way Entertainment • Birmingham, Alabama • 2001 – Present

*A regional talent and production company that provide on-camera talent for regional and statewide commercials and provide production for film, commercials, theatre and web series.*

#### Casting Director/Project Manager

Schedule and manage talent for on-camera work. Set-up auditions for casting calls for production companies.

- Coordinate talent with producer
- Manage each project that the company produces for clients
- Send out correspondences with talent on all information needed for commercial shoots

## Boards

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Birmingham Festival Theatre	Board President	May 2012 to Present
Birmingham Children's Theatre	Fundraising Committee Member	October 2011 to August 2015

## Education

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Bachelor of Arts, Major: Theatre Samford University, Birmingham, AL	May 2012
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Associate of Applied Science: Major: Television, Production, and Broadcasting Jefferson State Community College, Birmingham, AL	May 2005
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