

EXPERIENCE

Reader, Multiple Companies, Washington DC & Los Angeles May 2022 — Present

- Write actionable writer-facing coverage of pilot and feature scripts to provide feedback to writers
- Write detailed producer-facing coverage of short scripts, novels, and novellas for feature development
- Write concise manager-facing coverage of pilot and feature scripts to identify potential clients

Shift Lead, Moo Moo Mia, Los Angeles Oct 2023 — Present

- Serve coffee and ice cream to 100+ customers daily in a friendly and professional manner
- Communicate via phone with customers, suppliers, and third-party delivery service reps daily
- Manage the register: track daily expenses, distribute tips, deposit EOD profits, and handle over \$400/day
- Train new employees on daily operations and customer service best practices
- Receive and direct mail and deliveries for two store locations and adjacent businesses

Showrunner's Assistant, KQMP Station Podcasts, Washington DC Nov 2020 — Oct 2023

- Took and distributed detailed meeting notes for both writers' room and production meetings
- Proofread and revised scripts from 3 staff writers for continuity, tonal consistency, and formatting errors
- Scheduled team meetings to maintain development and production calendars
- Assisted Showrunner and Station Executive with casting, festival submission, and general admin duties

Development & Management Intern, Circle of Confusion, Los Angeles June 2021 — Aug 2021

- Wrote thorough coverage and casting breakdowns for short, pilot, and feature scripts daily
- Compiled and organized daily casting breakdown packets of 50+ pages utilizing BreakdownExpress
- Received training on phone tree management, rolling calls, and phone etiquette
- Assisted Literary Assistants and Talent Assistants as needed

Production Coordinator, Washington West Film Festival, Washington DC Oct 2015 — Oct 2020

- Assisted Director of Programming with scheduling and general administrative duties
- Coordinated screenings and events with VIP talent, venue management, and Director of Programming
- Anticipated and solved logistical issues on the festival floor and technical issues behind the scenes

Development Intern, Boundary Stone Films, Washington DC Oct 2018 — Mar 2019

- Wrote detailed coverage of YA feature scripts and novels weekly
- Introduced 2 new IP collection avenues
- Researched and documented up-and-coming YA authors and screenwriters

EDUCATION

George Mason University, Honors College, Summa Cum Laude

- BA in Film and Video Studies with a concentration in Screenwriting
- Minors in Professional Writing and American Sign Language

SKILLS

Software: Airtable, Teams, IMDbPro, BreakdownExpress, Google Suite, Microsoft Office, & Final Draft

Formal Training: American Sign Language, Research Skills, Leadership, Finance Management, & CPR

Other: Organization, Written and Verbal Communication, Multitasking, & Creative Problem-Solving