

SUMMARY

Proactive, highly organized early career creative professional pursuing a career in animation development and production. Completed Women in Animation's 2025 Production Management Mentorship Circle.

EXPERIENCE

Freelance Reader, *Multiple Companies* 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

English Tutor, *C2 Education* Aug 2020 — Present

- Teach writing and reading comprehension skills to K-12 students in a professional and friendly manner
- Take detailed notes evaluating multiple students simultaneously to track progress and weak areas
- Communicate student progress reports to parents in a professional, clear, and positive manner
- Enter student data into the center's database; Maintain an organized database of records and curriculum

Showrunner's Assistant, *KQMP Alexandria Podcasts* Nov 2020 — Oct 2023

- Took and distributed detailed meeting notes for both writers' room and production meetings
- Coordinated scripts and prepared materials for recording sessions
- Proofread and revised scripts from staff writers for continuity, tonal consistency, and formatting errors
- Scheduled team meetings to maintain development and production calendars
- Organized and maintained shared drive of development and production materials

Development Intern, *Circle of Confusion* Jun 2021 — Aug 2021

- Wrote thorough, daily coverage and casting breakdowns for short, pilot, and feature scripts
- Compiled and organized daily casting breakdown packets of over 50 pages utilizing Breakdown Express
- Created and maintained festival and casting grids to identify potential management clients
- Assisted Literary and Talent Assistants with rolling calls and administrative duties as needed

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

- Coordinated screenings and events with VIP talent, venue management, and Director of Programming
 - Prepared and placed all personnel, A/V equipment, and film files for each screening
 - Communicated daily schedules with department heads and festival volunteers
 - Led a team of 4 Production Assistants through fast-paced, high-pressure festivals
 - Anticipated and solved logistical issues on the festival floor and technical issues behind the scenes
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EDUCATION

George Mason University, Honors College, *Summa Cum Laude*

- Bachelor's Degree in Film and Video Studies with a concentration in Screenwriting
 - Minors in Professional Writing and American Sign Language
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SKILLS

Software: Google Suite, MS Office, SyncSketch, Storyboard Pro, Photoshop, Shotgrid, Notion, & Airtable

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

Other: Communication, Organization, Multitasking, Attention to Detail, & Ability to Lift 20+ Pounds