

Experience

Executive and Development Assistant, Machete Productions: Jan. 2018 - Present

- Schedule meetings for CEO Amber Mazzola and answer all phone calls that come into the office
- Continuously research what is happening in our market and use information to generate promising show ideas
- Pitch ideas to development team and provide any office support they might need on any projects

Office Production Assistant, Machete Productions: Sept. 2017 - Jan. 2018

- Managed and filed all releases that came in from the field. Watched down episode cuts of *The Profit* to ensure every person, location, piece of art, etc. had a release form. Helped procure missing releases. Created “blur list” for what entities must be blurred in each episode
- Performed pick-ups and drop-offs of production crew at airport. Picked up and dropped off production gear from rental service. Performed any other necessary pick-ups
- Kept office stocked with food and office supplies. Ran any necessary errands, whether it was collecting payroll checks, purchasing cleaning supplies or picking up lunch for staff
- Created Top Sheets that logged all expenses accrued during production. Kept track of all expenses amassed on a day to day basis. Assisted production management with anything it needed

Freelance Casting Assistant, Picture Road Productions: July 2017 - August 2017

- Received casting objectives from executive producers and conducted research on potential talent in areas across the country. Reached out to talent to make appointments to meet with them
- Once in area, interviewed talent on camera. Asked them a variety of questions to showcase their personalities. Handled all travel arrangements and paperwork including expenses and release forms

Digital Coordinator, TLC: Jan. 2017 - May 2017

- Kept on for a month following digital production internship. Generated several article ideas per day for *TLCme*: TLC’s lifestyle website dedicated to lifestyle, celebrity, and food content
- Wrote several articles per day. Gathered related photos. Took everything and built article from bottom-up in website Content Management System. Filled out SEO information and published.
- Crafted Facebook posts for each story and scheduled for publishing in social media CMS
- Attended and assisted on video shoots for both *TLCme* and on-air

Production Assistant and Writer, The Rival: Oct. 2016 - March 2016

- Helped develop segment ideas for this satirical news show similar to *The Daily Show*
- Brainstormed what pressing topics show could tackle and humorous ways in which to do so
- Wrote spec scripts for segments
- Directed and operated camera equipment for shooting segments on location
- Operated camera equipment on the day of the live taping

Education

- *University of Maryland - College Park*, College Park, MD: 2013-2017
 - Bachelor’s degree in Multiplatform Journalism
 - National Society of Collegiate Scholars and Primannum Honor Society

Skills

Adobe Premiere Pro, Photoshop, InDesign; Microsoft Word, Excel, PowerPoint; Google Drive; social media (Instagram, Facebook, Twitter, Snapchat, Pinterest); Wordpress; Basic HTML; admin tasks