

## Education

### **Boston University College of Communication | Boston, MA**

- Bachelor of Science — Film/Television
- Minor — Communication, emphasis in Advertising
- Dean's List 2017
- Expected: May 2018

### **Boston University Study Abroad Internship Programs**

- January 2017 — May 2017 | Sydney, NSW, Australia
- January 2018 — May 2018 | Los Angeles, California
- Took three courses and one internship for credit

## Related Experience

### **Development Intern - Jason T. Reed Productions**

#### **January 2018 - Present | Burbank, CA**

- Cover assistant's desk and roll calls
- Set up the room for casting sessions
- Conduct research on millennial digital media content companies for the CEO
- Organize a guest list and research catering prices for fundraiser held by CEO
- Listen in on phone calls regarding current and future series for ABC
- Research production companies and put together a document with their current execs, recent work, and deals with major studios

### **Production Intern — Wyhldfish Productions**

#### **March 2017 - May 2017 | Sydney, NSW, Australia**

- Booked travel and accommodations for crew members' upcoming film shoots
- Created call sheets for production shoots
- Operated sound equipment and production on shoots
- Formatted and edited government tender briefs and documents
- Compiled research on current and potential clients
- Assisted in editing Wyhldfish's showreel

## Additional Experience

### **Teaching Assistant — Boston University, Careers in Hollywood**

#### **January 2018 - May 2018**

- Takes attendance and organizes assignments for the class of 56 students
- Operates the AV system for the professor

### **Office Assistant — Boston University College of Communication Career Services**

#### **September 2015 - December 2017 Boston, MA**

- Scheduled 30+ appointments per week for students looking for career advice
- Answered phones and directed calls to the right people
- Ensured professional communication between students and faculty

### **Marketing Intern — Adverator**

#### **May 2016 - June 2016 | New York, NY**

- Updated business contact information and verified email addresses for marketing blasts
- Compiled a list of potential contacts by searching through magazines for small businesses
- Researched new business contacts and compiled the list of emails into a spreadsheet
- Assisted the marketing team with daily tasks and participated in weekly tactical meetings

## Activities

### **Gamma Phi Beta sorority**

- Active Member, 2015 - 2018

## Skills

- **Video Editing:** Avid, Adobe Premier C6, iMovie, Movie Maker
- **Website Creation:** Wix, Wordpress, Squarespace
- **Creativity:** Poems, Short films, PSAs, News stories, Screenwriting, Copywriting
- **Other skills:** Script coverage, Rolling calls, Scheduling, Organizing events, Note-taking during meetings, Professional communication, Travel coordination