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## **EXPERIENCE**

2011- Present

### **Freelance Script Analyst**

- Read and review screenplays and manuscripts to determine their suitability for production.
- Judge for Cinestory, a nonprofit organization dedicated to nurturing new screenwriting talent.

2010-2011

### **Imagine Entertainment** Los Angeles, CA

#### ***Executive Assistant***

- Read scripts/treatments and manuscripts
- Researched actors, producers, directors to determine suitability for specific projects
- Managed heavy phones and busy calendars

2007-2010

### **AFG/Walden Media/Bristol Bay** Los Angeles, CA

#### ***Executive Assistant***

- Read scripts/treatments
- Tracked TAs and Deal Memos to ensure they are consistent with the budget
- Researched with regards to budgeting and scheduling scripts
- Managed heavy phones calendar
- Booked travel, tracked cost reports, created expense reports

2004- 2006

### **Anthem Entertainment** Los Angeles, CA

#### ***Executive Assistant***

- Submitted clients to projects appropriate for their abilities and the visions they have for their careers
- reviewed scripts for client suitability
- pitched clients to casting directors
- tracked and retrieved documents and marketing materials
- scouted and recommended new talent according to the needs of the company

## **EDUCATION**

### **EMERSON COLLEGE**, Boston, MA **Class of 2002**

#### ***Bachelor of Arts, Theatre Arts***

#### ***Minor: Marketing, Communications, Advertising, and PR***

Principles of Marketing, Principles of Advertising, Principles of Public Relations, Writing for Marketing and Management, Public Speaking

## **SPECIAL SKILLS**

IBM/MAC proficient, EP Budgeting and Scheduling, MMB, InEntertainment, Windows, Microsoft Word, Excel, Outlook, Filemaker Pro, Email and Internet savvy. Exposure to Illustrator & PhotoShop, Positive/competitive spirit, analytical thinker, creative, outgoing, strong interpersonal skills, excels in time management, has the ability to quickly adjust to new environments and create strong working relationships with co-workers and clients.