

WORK EXPERIENCE

CHATRONE, Culver City, CA

Development Executive/Manager (Jan 09 – Present)

- Handle internal development of company and client projects, scout for new filmmakers and writers for representation, coordinate client meetings and manage contracts.
- Research industry trends, create submission lists for spec scripts and pitches, track projects sales, maintain and expand industry contacts, research for new project ideas, and write treatments and outlines for original concepts.

Assistant to Producer/Manager (Feb 07 - Jan 09)

- General administrative duties: Scheduling, rolling calls, managing travel itineraries, daily maintenance of the office, and headed the intern program.

ZOOM ENTERTAINMENT, Studio City, CA

Development Executive (April 06 – Jan 07)

- Scouted for new filmmakers, developed projects with directors and writers, researched film ideas, maintained industry contacts, and wrote treatments and outlines for original concepts.

Assistant to Producer (Jan 06 – April 06)

- General administrative duties: Rolled calls, scheduled meetings, script coverage, organized submissions, and supervised interns.

EPIC LEVEL ENTERTAINMENT, Studio City, CA

Production coordinator (April 06 – Jan 07)

- Production coordinator for 3 animated projects: Scheduled meetings and conference calls, handled contracts, and met deadlines.
- Coordinated publicity for a live-action feature film: Created press kits, informed press about upcoming screenings, and promoted the project through different media outlets.

Production Assistant (Jan 06 – April 06)

- Rolled calls, scheduled meetings, script coverage, media research, and office management.

MIRAMAX FILMS/WEINSTEIN COMPANY, West Hollywood, CA

Intern (Sept 05-Dec 05)

- Assisted the VP of Production and Office Staff: Script coverage, rolled calls, created production folders for films in progress, and general administrative duties.

EDUCATION

- **Power of Diversity Producing Program (2008)**
Producers Guild of America, Los Angeles
- **Bachelor of Arts in Film Studies (2001 - 2005)**
College of Arts and Sciences, University of California, Santa Barbara
- **Screen Studies (2004)**
Flinders University, Adelaide, Australia

PRODUCTION EXPERIENCE

THE POUGHKEEPSIE TAPES

Associate Producer (2007)

- Assisted in project development and facilitated the distribution deal with MGM Studios.

DJ:LA

Producer (2007)

- Produced a 5 Minute short for the *Visual Communications Armed With A Camera* Fellowship.
- Mixed and sequenced the soundtrack, and coordinated sound with live-action footage.
- Sold to Canal+ Europe and Canal+ Overseas Africa for TV Broadcasting, and to Quat Media for worldwide distribution.
- **DJ:LA** won Best Experimental Short Film at the 2007 Miami Short Film Festival, Honorable mention at 2008 Downtown Film Festival Los Angeles, and Runner-Up for Best Experimental Short Film at 2008 HD Fest Los Angeles. Film has screened at many festivals such as Tokyo Short Shorts, Raindance, Toofy, Hollyshorts, and Slamdance Film Festival 2009 as the winner of Slamdance Anarchy Online, October 2008.

THE GAMERS: DORKNESS RISING

Post-Production Coordinator (2006)

- Ensured that editing and other areas in post-production ran smoothly: Made certain that deadlines were met and materials were delivered on time, maintained communication between the production team, coordinated conference calls and meetings, and organized final post-production related documents.

XOMBIE

Production Coordinator (2006)

- Updated the production calendar and made sure deadlines were met: Coordinated the delivery of production materials and documents, set up conference calls, organized meetings, maintained lines of communication between the members of the production team, and transcribed episodes into script form.

SKILLS

- **Video and Image Editing Software:** Adobe Premiere, Photoshop, After Effects, Dreamweaver, Final Cut Pro, Sony Vegas, Protools,
- **Microsoft Office:** Outlook, Word, Excel and Powerpoint.
- Mac and PC proficient.