## EDUCATION

## **University of Southern California** Expected December 2021

### *Annenberg School for Communication and Journalism* Bachelor of Arts in Public Relations, Minor in Cinematic Arts

## WORK EXPERIENCE

## **KEY Talent Management** January 2021 - Present

*Assistant to Talent Managers (Internship)*

* Assist managers with scheduling and confirming audition appointments, communicating with casting, administrative tasks, strategic research, and completing special projects.

## **Miller PR** June 2020 - August 2020

*Entertainment PR Intern*

* Conducted strategic research and compiled press clippings for clients to keep them ahead of trends.
* Produced multiple published press materials to expand and reach target audiences.

## **Untitled Entertainment** January 2020 - April 2020

*Talent Management Intern*

* Organized client activities, created schedules, and completed a variety of administrative tasks which helped increase the number of clients submitted to roles on Breakdown Express.
* Covered reception daily by transferring calls, managing mailroom duties, and maintaining the kitchen to ensure the operational flow of the office.
* Executed script coverage by time deadlines.

## **USC School of Cinematic Arts Operations** August 2019 - May 2020

*Office Team Member/Runner*

* Routinely sorted and delivered mail and packages to 23 departments and improved daily efficiency by developing the most optimal routes.
* Provided customer-focused service by quickly responding to and resolving building maintenance and scheduling conflicts received by phone, email, and in person.
* Completed business transactions on behalf of the university by delivering film equipment daily meeting mandatory deadlines.

## **Insomniac Events** August 2018 - Seasonal

*Ground Control Wellness Assistant*

* Triaged and counseled incoming patients of varying levels of medical emergencies for over 21 live music events to ensure attendee well-being.

## **California Army National Guard** February 2017 - February 2020

*Combat Medic (68W)*

* Provided medical coverage and support to over 30 infantrymen during monthly drills and annual training to ensure medical readiness for possible deployment.

## SKILLS

Microsoft Office (Excel, Word, Outlook), Google Workspace (Docs, Sheets, Drive), Adobe Illustrator, Movie Magic Scheduling, Movie Magic Budgeting, Scriptation

## OTHER RELEVANT EXPERIENCE

**Youth Leadership America** March 2016 - February 2017

*Youth Board President*

* Executed a 14-week peer-based leadership program that facilitated the growth of over 100 high school students across the Orange County area
* Led and mentored a board of 14 youth board directors
* Notable events**:** Branding Yourself (Disney Colors), Mentor Rotation, Public Speaking, Interpersonal Communication, Improv Night, UCLA and USC Tours

**Bolsa Grande Associated Student Body** May 2016 - January 2017

*President*

* Led a team of 40 cabinet members, commissioners, and the executive board
* Participated in and managed all school activities such as Homecoming and Lipsync
* Directed a trophy placing dance performance at Orange County Leadership Camp 2017

## **California Association of Student Councils** May 2015 - June 2016

*State Council Elementary/Middle School Programs Director*

* Organized and directed 7 middle and elementary school conferences across the state of California
* Staffed numerous high school leadership conferences throughout the year, collectively mentoring over 300+ delegates

**Contemporary Services Corporation** June 2018 - June 2019

*Events/Security Staff*

* General support for events including ticket taking, ushering, guest services, security check-ins, and parking services with a smile.
* Notable venues worked: Angels Stadium, Anaheim Convention Center, City National Grove of Anaheim, Rose Bowl Stadium