

Experience

SK Global Entertainment

Santa Monica, CA

Office Manager

2022-2023

Coordinator for Head of Features

2022-2023

Assistant to CEO

2020-2022

Independent film and television studio. I acted as office manager while facilitating the administration of the Features, Human Resources, and Financial departments. Also performed duties as the assistant to the Head of Features while helping the Features team as a whole.

Worldwide Production Agency

Los Angeles, CA

Commercial Coordinator

2018 – 2019

A below-the-line agency, I covered all payments and deals for the Commercials and Music Video Department, as well as being the point of contact for a team of three agents.

Stephanie Germain Productions

Los Angeles, CA

Development Coordinator

2018

Assistant to Stephanie Germain

2017 – 2018

A company focusing on made-for-television films and limited series, I handled operations including scheduling and phones, while providing creative input on the projects in development.

Humanitas Drama Fellowship

Los Angeles, CA

One Hour Television Drama Finalist

2017

Finalist with my dramedy pilot UNFIT, set on the American Homefront in WWII.

True Entertainment

New York, NY

Researcher

2016

Researcher and sketch writer for the comedy-reality show HACK MY LIFE.

Production Credits

Travel Coordinator – “Thai Cave Rescue” (Netflix), 2022

Co-Producer – “Good Boy” (Independent Feature), 2019

Associate Producer – “Christmas Lost and Found” (Lifetime), 2018

Associate Producer – “It’s Christmas, Eve” (Hallmark), 2018

Education

Columbia University

New York, NY

M.F.A. in Film, Emphasis in Screenwriting

Northwestern University

Evanston, IL

B.A. in Radio/Television/Film

Skills

- Proficient French, Basic Spanish
- Encyclopedic knowledge of Film, Television, Theater, and Literature
- Apple and PC Systems, Adobe Creative Suite, Final Cut Pro, Avid, Movie Magic Scheduling and Budgeting
- “Great phone”
- Domestic and international travel coordination
- Prolific baker, specializing in cookies and pie