

EMILY G

GEOGRAPHY: Northeast, Northern California and Bay Area, Southern California

INDUSTRY: [Entertainment](#), [Journalism](#), [Performing Arts](#), [Publishing/Editing](#), [Visual Arts/Design](#)

Education

Scripps College, Claremont, CA

Bachelor of Arts in Theatre, May 2015

- Cumulative GPA: 3.86
- Thesis: An Examination of the Portrayals of Women by Modern Playwrights through Performance of Theresa Rebeck's *Seminar* and Christopher Durang's *Vanya and Sonia and Masha and Spike*
- Courses: THEA141 *Dramaturgy*, THEA 220 *Scene Study*, THEA 100B *Acting Studio: Classical Theatre*, THEA188 *Theatre Theory/Criticism/Praxis*, THEA 017 *Stage Lighting Technology*, ASAM 171 *Visual Culture at the Margins*

Work Experience

Development Intern, Circle of Confusion, Culver City, CA—September 2014-December 2014

- Produced two pieces of script coverage of queries submitted to literature department each day
- Assisted with daily office tasks related to restocking, cleaning, and mail delivery
- Created detailed lists of film festival submissions for company executives
- Delivered and retrieved produced media to and from studios and directors
- Met frequently with office assistants and executives to discuss script coverage and feedback
- Participated in a peer review system, providing other interns with feedback on their coverage
- Ordered and obtained lunches and coffee for executives

Barista, Coffee Bean and Tea Leaf, Los Angeles, CA—March 2014-September 2014

- Provided customers with custom beverages made to their specifications
- Researched and implemented a new method of espresso machine cleaning to maximize efficiency
- Produced an average of twenty custom beverages in eight minutes for nearby production company
- Organized travel and housing plans for production team during their out-of-state shoots
- Worked collaboratively and cheerfully in a team environment to ensure highest level of efficiency

Production Intern, Trium Entertainment, Studio City, CA—January 2014-April 2014

- Worked with InDesign and Photoshop to design media decks for creative pitches
- Assisted the casting department with interviews and social media outreach
- Produced several documents of expense-related data entry for production team on a daily basis
- Researched, developed, and presented various show ideas for the development department

Barista, Starbucks, Irvine, CA—January 2013-July 2013

- Took orders and prepared drinks according to the specified procedures and recipes
- Served sixty-five customers minimum in thirty minutes during morning rush
- Maintained a tidy lobby by performing sweeps every fifteen minutes
- Gained experience handling money and operating a cash register

Undergraduate Lab Worker, Rice University BioScience Research Collaborative—McNew Lab, February 2012-May 2012

- Assisted Rice University graduate students by preparing drosophila food
- Produced the food according to a detailed recipe and worked to ensure accuracy of measurement
- Operated an industrial boiler, autoclave, and scientific measurement equipment
- Produced eight bins of twenty jars filled with drosophila food after three hours of preparation

Swim Instructor/Lifeguard, Tustin Aquatics, June 2010-August 2010

- Taught children ages one through ten how to swim
- Provided four private lessons and two group lessons to students five days a week
- Maintained a safe and clean pool environment for swimmers ages one through forty during open swim
- Created an open dialogue with students and parents to discuss their progress and areas of improvement

Skills

- Microsoft Word, Excel, PowerPoint proficiency, Adobe Suite (InDesign, Photoshop, etc.) experience