

## ALLEGRA B

GEOGRAPHY: International, Northeast, Southern California

INDUSTRY: Entertainment, Event Planning, Marketing/Advertising, Performing Arts, Public Relations

### EDUCATION

Scripps College

May 2015

Bachelor of Arts in Media Studies and Theatre; 3.7 GPA

- Relevant Coursework—Screenwriting, Video Production, Classical Acting, Acting for Film and Television, Documentary Film, Visual Arts of the Theatre, Contemporary Western Theatre,
- Awards and Honors—Jesse Swan Scholarship: 2013-2014, Virginia Princehouse Allen Award; Spring 2012, Spring 2013, Spring 2014; Dean's List: Fall 2011, Fall 2012
- Leadership and Volunteer Experience—Junior Class Representative, Clubs and Organizations Chair, Assistant Director for Urban Arts Partnership's *24 Hour Plays LA*, Volunteer for the Geena Davis Institute on Gender in Media

Drama Centre London

Fall 2013

Directing for Theatre and Film; University of the Arts London Study Abroad

### EXPERIENCE

Development Intern, Comedy and International Scripted Programming

September 2014-April 2015

*Disney/ABC Television Group*

- Produced a weekly packet of information on important news and relevant cultural trends, updated and maintained talent databases, assisted department coordinator and manager with research and administrative tasks, provided phone coverage for executive assistants, managed schedules and travel itineraries

Social Media and Marketing Intern

June 2014-August 2014

*Geek and Sundry*

- Generated promotional copy and images for Twitter, Tumblr, Facebook and Google + posts, engaged with online community, assisted with guest service and organization in the Geek and Sundry lounge at San Diego Comic Con

Education and Community Outreach Intern

June 2014-August 2014

*Los Angeles Opera*

- Organized off-site trips, developed creative group activities, maintained daily photo log, created promotional video content, and served as a councilor for students aged 9-17 during Opera Camp 2014, worked on-site with Tour Manager to assist with community concerts and event production

Green Room Manager and Production Assistant

July 2013

*Walt Disney Company, D23 Expo*

- Managed green room resources, coordinated communication between Stage Manager and on-stage talent

Administrative Intern

January 2013-May 2014

*Scripps College Office of the President and Board of Trustees*

- Organized and maintained a large database of Trustee and event information, prepared and filed expense reports, provided quality control on crucial Trustee and Presidential correspondence, organized and processed large group mailings, covered desks for the Executive Assistants to the President and Board of Trustees

Production and Development Intern

June 2013-August 2013

*OddLot Entertainment*

- Read and wrote coverage on script submissions, writing samples and story treatments, generated talent lists, maintained the front desk by greeting guests, provided heavy phone coverage for executive assistants, created monthly expense reports and organized budget information for film projects

Development and Research Intern

October 2012-August 2013

*Champagne Castle Entertainment*

- Managed social media campaign, engaged with potential sponsors and partners through Twitter and Facebook, researched and created one-sheets for *Disappearing Planet* video segment pitches, directed and filmed promotional segments for *Change the Menu*

### SKILLS

- Microsoft Word, PowerPoint, Excel, Access, Keynote, Numbers, Photoshop, Premiere, Final Cut Pro
- Keyboarding, phone etiquette, database maintenance, basic accounting and budgeting, script coverage
- Social media and blog platforms (Facebook, Twitter, Tumblr, Google +, Wordpress, Blogger, LinkedIn)
- Acting for theatre, film and television, on-camera presenting, journalism, voice-over (acting résumé available)
- Creative writing, screenwriting, playwriting, sketch and stand-up comedy