

Ben Carter Olcott

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EDUCATION

Boston College | Massachusetts | BA in English with Honors

September 2010 – May 2014

- Honors Thesis: *The Prosperous*, a novel

PROFESSIONAL EXPERIENCE

1821 Media / Rhea Films | Los Angeles, CA

April 2018 - Present

Development Intern

- Wrote coverage of feature film and television scripts across all genres.
- Took part in development meetings with COO, Head of Development, and producer Terry Douglas.
- Tracked scripts, answered phones, various administrative duties as necessary.

Oxford University Press | New York City & Remote

February 2015 – May 2018

Digital Assistant | April 2015 – May 2018

- Produced and delivered market-ready digital content in project manager role.
- Built web-learning applications with JavaScript/HTML/CSS for use at 100+ universities across the country.

Assistant Editor | July 2016 – August 2017

- Assisted Senior Editor Jason Noe: organized calendar, rolled calls, coordinated meetings, tracked projects.
- Lead assistant on textbook signings valued at \$3million: 20% increase in total pub list value.

Editorial Assistant | April 2015 – July 2016

Development Intern | February 2015 – April 2015

- Administrative duties: evaluated manuscripts, tracked submissions, liaised with agents and writers.

KGB Bar Literary Magazine | New York City & Remote

February 2015 – Present

Managing Editor | September 2015 – October 2017

- Redesigned website for modern web and expanded the magazine's social media presence.
- Editorial: copyedited submissions, founded Poetry section, developed submissions with staff writers.

Book Reviews Writer & Editor | February 2015 – September 2015

- Solicited poetry and fiction books for review, fostered relationships with publishers, agents, publicists.

Skylight Books | Los Angeles, CA

January 2018 - Present

Bookseller

- Answered phones and customer queries with discretion; specialized in contemporary literary fiction.

192 Books | New York City

October 2015 – March 2017

Bookseller

- Sold books on store floor; handled phones and general customer service; assisted in book buying.

The Froebe Group | New York City

September 2014 – February 2015

Digital Content Assistant

- Developed/coordinated production of digital media assets with publishers and authors.

NSK Inc. | Boston

May 2014 – August 2014

Marketing Assistant

- Ran social media accounts, wrote tech blog posts, answered phones: drove 15% increase in digital traffic.

Post Road Literary Magazine | Chestnut Hill

September 2013 – May 2014

Nonfiction Submissions Manager & Editorial Assistant

- Responsible for non-fiction submissions pipeline of 500+ submissions; proofread galleys and page proofs.

WRITING, PUBLICATIONS, AND AWARDS

- TV/Film: *Lucky* (comedy pilot, writer); *Elizabeth* (hour drama pilot, writer); *The Fifth Card* (director, writer)
- Fiction: Very Short Fiction and New Writers Award Finalist at *Glimmer Train Press*; *One* (completed novel); *Abandon* (novel in progress)
- Poetry: 2017 Pushcart Prize and Best of the Net Nominations ; 2016 Prospero Prize at *SPR Annual*
- Samples available at bencarterolcott.com