

---

# Cosette Y. Smotrys

661.210.6375 • [csmotrys@gmail.com](mailto:csmotrys@gmail.com) • [Vimeo Page](#)

## Education

### **Boston University College of Communication**

*Bachelor of Science in Film and Television*

**Boston, MA**

Class of 2016

#### Related Coursework

- Understanding Film
- Screenwriting
- Production
- Literature in Film

*Liberal Arts Minor in Eastern World Religions*

### **Valencia High School**

*Graduated with Honors*

**Santa Clarita, CA**

Graduated May 2012

## Experience

### **Nova Filmhouse, Inc.**

*Development Intern & Assistant to CEO*

**Los Angeles, CA**

June 2014 – Present

- Script coverage and review of any submitted development content
  - Provide creative input and feedback
- Track activity and manage various web domains
  - Implement SEO strategies in order to improve web traffic
- Market research, both online and field research (i.e. surveys)
  - Collect and organize research data, and provide analysis/draw conclusions based on data
- Schedule business meetings and organize calendar for CEO
- Provide technical support to CEO, see to all technical issues
- Assist with miscellaneous tasks/errands

### **Italian Tramer Art Lounge**

*Marketing/Social Media Intern*

**Los Angeles, CA**

June – August 2014

- Responsible for updating and managing all company social media accounts in order to generate an online following
- Design company newsletters and event invitations, create and track email campaigns through email marketing service providers
- Assist with planning and organizing gallery showings & events
- Email & phone correspondence with artists and clients
- Editing/proofreading of any written content

### **Boston University College of Communication**

*Office Assistant Career Services*

**Boston, MA**

August 2012 – May 2014

- Coordinate director's schedule and appointments with students
- Perform office clerical tasks: answering phones, email correspondence, etc.

**Boston University WTBU Radio***Radio Station DJ***Boston, MA**

February 2013 – May 2014

- Assist with music selection
- Provide other DJs with technical support
- Contribute on-air commentary

**Lo-Q Inc.***Host***Valencia, CA**

June - August 2013

- Advertising and informing customers about company products and their benefits
- Assist with sales of company products
- Assist customers with technical issues
- See to any customer complaints or dissatisfaction
- Assist with training of new employees

## Activities

**BU Shorts***Club Secretary and Founding Member***Boston, MA**

June 2013 – May 2014

- Assist in organizing the formation of the first short film club on the BU campus
- Organize all email correspondence with club members
- Organize member list and track individual meeting attendance

**Boston University Film Society***Active member***Boston, MA**

September 2012 - Present

## Skills

- Script coverage
- Customer service
- Small business marketing/promotions (e.g. search engine optimization, email campaigns)
- Research and data analysis
- Social media
- Calendar organization/scheduling
- Event planning

## Languages & Computer Software

- Adobe Products (Photoshop, InDesign, Illustrator)
  - Microsoft Office (Word, PowerPoint, Excel, Outlook)
  - Film editing softwares (Avid Media Composer & FinalCut Pro)
  - Email marketing platforms
  - Proficient knowledge of HTML & CSS
  - Basic knowledge of web browser programming (Javascript, jQuery, Python)
  - Proficient knowledge of Spanish
  - Basic knowledge of French
-