

Douglas Kerins

(571) 338-0552
dougaskerins@gmail.com

Employment History

Kino Lorber, Inc-**Manager of Special Markets, Home Media Sales & Distribution**

May 2013-Present

New York, New York

- Sales Representative for Special Market Wholesale Accounts
- Expanding existing special market client-base
- Keeping buyers up-to-date on new releases, upcoming releases and sales materials (screeners, box art, metadata, one sheets)
- Creating monthly e-blasts to announce upcoming New Release titles
- Overseeing order process (from receipt of purchase orders, entry, shipping from warehouse, invoicing, returns, and any problems that may arise during the order process)
- Tracking New Release sales numbers for estimating Future DVD sales and acquisitions, Generating weekly, monthly, and annual sales reports
- Primary contact for distribution relations with SONY DADC warehouse
- Assistant to SVP of Home Media Distribution and Sales
- Reviewing potential films for acquisitions for Home Video label
- Tracking and reporting sales by Label, Licensor, etc., for future acquisitions and for Brand Managers

Kino Lorber, Inc-**Administrative Assistant**

March 2013-May 2013

New York, New York

- Handled Administrative Flow of Office, Heavy Phone Coverage, Managed General Email Account (Directed professional emails to appropriate parties and Answered Customer Inquiries), Printed and Mailed Theatrical/Nontheatrical Invoices, Printed Quarterly Royalty Reports, Managed/Taught Interns, Proofread, Assisted with Theatrical Marketing, Entered new Films and Products into 4D

Kino Lorber, Inc-**Intern**

January 2012-March 2013

New York, New York

- Researched for Publicity and Distribution Outreach, Creation and Modification of Outreach Spreadsheets, Handled Email Outreach Campaign, Researched films and prepared Overview sheets for Acquisition Meetings, Entered Mail Orders, Handled Phone orders, Prepared and Sent Screeners, Proofread, Handled Reception Duties and General Office Tasks

Half Yard Productions-**Post Production Intern**

November 2012-February 2013

New York, New York

- Logged Footage, Made Screeners on Tape Decks (HDV and DVCPro), Loaded Tapes into Avid (HDV and DVCPro), Managed Tape Lists, Managed Media Lists, Handled Reception Duties, General Support of Production and Post-Production Departments and General Office Tasks

Abbot Entertainment-**Script Reading Intern (Remote)**

June 2012-August 2012

Los Angeles, CA

- Read Scripts and Provide Coverage in order to determine which scripts would fulfill Producers and a potential audience's needs

Education

College of William and Mary

August 2008- May 2012

BA-History, Film Studies, and Art History

Williamsburg, VA, United States

Queen Mary, University of London

January 2011-June 2011

Study Abroad Program

London, England

- Studied Film and Art History

Personal Accomplishments

Student Short Film-"High Street Pizza"

- **Editor, Co-Writer, and Co-Producer**
 - Researched Venues, Co-Wrote Screenplay, Story-Boarded, Managed Post-Production and Edited using Final Cut Pro