

CELESTE BERNSTEIN

Los Angeles, California

gotoceleste@gmail.com

EDUCATION

The University of Southern California, School of Dramatic Arts

May 2023

Bachelor of Arts in Theatre; Minor: Business Administration

- *Honors:* Magna Cum Laude, Academic Achievement Award, Renaissance Scholar
- *Leadership:* Executive board member for Trojan Actors for Film and Television (TAFT)

EXPERIENCE

ACE Entertainment

January 2023 – May 2023

Production Company Intern

Los Angeles, CA

- Providing efficient script coverage and analysis with tight deadlines while offering valuable creative insight and feedback that elevates the potential of the material.
- Collaborating with writers to create visually engaging pitch decks to effectively capture the essence of a project pitched to major studios.
- Conducting comprehensive and insightful research on various projects with a quick turn-around and gathering and synthesizing relevant information to help executives make informed decisions.

Fringe Benefits Theatre

January 2021 - January 2023

Creative Tools for Critical Times Intern

Los Angeles, CA

- Co-facilitating arts as activism workshops that empower participants to hone their artistic skills to effect social change.
- Producing and editing queer-focused short-form content that promotes arts activism from concept development to post-production. Utilizing Final Cut Pro to ensure quality video editing that aligns with the company's branding and social media strategy.
- Producing and directing the film "Straight Edged," featured at Fringe Benefit's spring 2021 Showcase.

Venture Entertainment Partners

June 2021 - August 2021

Management Company Intern

Los Angeles, CA

- Delivering exceptional customer service by skillfully managing a high volume of appointments, communicating with clients via email and phone, and addressing inquiries to resolve issues in a timely manner.
- Demonstrating strong organizational skills by inputting data in InEntertainment to ensure accurate and up-to-date records for managers. Successfully submitting actors for roles using Breakdown Services, demonstrating a keen eye for talent and strong attention to detail.
- Conducting thorough research on behalf of managers including finding optimal locations for appointments and seeking out key information for new projects and new clients.

Seattle Children's Theatre

June 2020-August 2020

Arts Administrative Intern

Seattle, WA

- Creating comprehensive visual data reports on student and class enrollment to provide valuable insights into trends and metrics used to streamline program development and marketing strategies for over 600 students.
- Demonstrating effective communication skills by promptly responding to client inquiries via phone and email, sending a high volume of emails, and ensuring smooth company operations by efficient delivery of daily administrative tasks and services including tracking class data on Tessitura.
- Providing invaluable support as a teaching assistant for elementary and middle school theater classes, working closely with instructors to develop engaging lesson plans, and providing one-on-one assistance to students.

TECHNICAL SKILLS

Final Cut Pro

InEntertainment

Breakdown Services

Tessitura

LANGUAGES

French: Native

Spanish: Advanced

Dual EU/French Citizen