

## EXPERIENCE

- Reader, *Lost Mountain Entertainment*** May 2022 — Present
- Write concise coverage for novels, novellas, and anthologies with a focus on film development potential
  - Track submissions' coverage status via grid
- Supervising Producer, *KQMP Alexandria*** Nov 2020 — Present
- Co-created podcasting start-up's first narrative podcast, including story bible and 3 season outlines
  - Organized KQMP's development process for future narrative projects
  - Write three 1-hour sci-fi/horror podcast episodes within ten-episode first season
  - Coordinate weekly meetings to maintain production calendar; Take and distribute meeting notes
  - Edit scripts from 3 writers for continuity, tonal consistency, and dialogue disparities
- English Tutor, *C2 Education*** Aug 2020 — Present
- Teach written communication skills to K-12 students
  - Take detailed notes evaluating multiple students simultaneously to track their progress and weak areas
  - Proofread essays and provide constructive, written feedback on grammar, syntax, and content
- Development & Management Intern, *Circle of Confusion*** June 2021 — Aug 2021
- Wrote daily, detailed coverage and casting breakdowns for shorts, pilots, and features
  - Organized and maintained festival and casting breakdown data through grids to identify potential clients
  - Followed up with coordinators daily to ensure all tasks were completed accurately and on-time
- Production Coordinator, *Washington West Film Festival*** Seasonal, Oct 2015 — Oct 2020
- Coordinated screenings and events with talent, venue management, and Director of Programming
  - Assisted Director of Programming with scheduling and general administrative duties
  - Communicated schedules and event needs clearly with department heads, talent, and volunteers
  - Anticipated and solved logistical issues on the festival floor and technical issues behind-the-scenes
- Development Intern, *Boundary Stone Films*** Oct 2018 — Mar 2019
- Wrote detailed coverage on YA script and novel submissions daily; maintained submission grids
  - Improved executives' sense of YA media consumption by introducing 2 new IP collection avenues

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## EDUCATION

- George Mason University Honors College** Aug 2016 — May 2020, *Summa Cum Laude*
- BA in Film and Video Studies with a concentration in Screenwriting
  - Minors in Professional Writing and American Sign Language
- Delta Kappa Alpha, Professional Cinematic Arts Fraternity, *Secretary* Aug 2018 — May 2019
- Created and distributed calendars, memos, and detailed meeting notes to 30+ members weekly

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## SKILLS

- Telephone Operation • Proficient with Final Draft, MS Office, Google Suite, Slack, Trello, and Assemble