

Education

New York University - Tisch School of the Arts

BFA Dramatic Writing

- Magna Cum Laude, Dean's List // Fusion Film Festival Honorable Mention for Half-Hour Pilot

Work Experience

Playwrights Horizons

Oct 2024 - Present

Wardrobe Production Assistant

- Support the Costume Shop Manager and Wardrobe Supervisor with shopping and returns

CNN, Have I Got News for You

Sept 2024 - Present

Wardrobe Production Assistant

- Manage the pickup and returns of wardrobe for show with Amber Ruffin and Roy Wood Jr.

Late Night with Seth Meyers

Sept 2024, June 2024

Production Assistant

- Researched political coverage, compiled show highlights, recorded interviews for producers
- Covered NBCU Page Desk to greet and assist A-list talent and their teams
- Trained interns to efficiently execute runs and proactively solve production challenges

Vacancy Arts - "Dear Shop Girl"

March 2024

Script Supervisor

- Head of continuity for short film by Nira Burstein, EP Fred Armisen, starring Rory Culkin
- Coordinated with department heads to generate detailed breakdowns and logs

Gigantic Pictures

February 2022

Production Assistant

- Worked with an intimate and dynamic crew as the sole PA between multiple shoot locations
- Developed call sheet, helped prepare lighting/sound, processed invoices, handled errands

BASIS Ahwatukee Speech and Debate

Aug 2020 - July 2021

Head Coach/Program Director

- Coached, chaperoned, and mentored two teams (middle/high school) of 40+ students
- Prepared and taught lessons, edited student work, completed registration and budget
- Helped organize and run state-wide tournaments for 500+ attendees

Internships

Late Night with Seth Meyers

January 2024 - June 2024

General Production Intern

- Facilitated production meetings and performed detail-oriented runs for all departments
- Supported field producers as a Production Assistant for field shoots - "Seth Goes Day Drinking"
- Selected to cover colleagues in music department to create setlists, schedules, and directly assist the 8G Band

Thunder Road Pictures

May 2023 - August 2023

Development Intern

- Wrote coverage on materials for the company responsible for the John Wick franchise, Wind River, and Sicario

Warner Bros Discovery

June 2022 - August 2022

Content Acquisitions and Co-Productions Intern - Kids & Family

- Directly coordinated with the Director of Partner Management and VP of Acquisitions and Co-Productions
- Provided coverage for 60+ potential series and films from major studios
- Maintained database and spreadsheets containing thousands of partners and pitch materials
- Facilitated conversations on potential projects for HBO Max, Cartoon Network, Cartoonito, and Boomerang

Gigantic Pictures

Jan 2022- May 2022

Producing Intern

- Assisted lead producers of independent films/tv with script coverage, grant research, and pitch development
- Coordinated talent, drafted email correspondence, researched and booked travel for producers and crew
- Executed advertisement campaign with ads for show *Mafia Tapes*, which resulted in exposure from a major TV network

sparks & honey

June 2021 - September 2021

Success Strategy Intern

- Promoted by C-suite executives to work more directly with clients, built marketing decks for Fortune 100 companies

General Department Intern

Feb 2020 - March 2020

- Partnered with various consulting teams to proofread reports, provided cultural insights, and constructed DE&I thesis

Skills

Advanced Spanish
Script Coverage
Microsoft Office
Google Suite
Airtable
Adobe Premiere Pro
Final Draft
Film Budget Software
Smart Sheets
Social Media
Sony FS5 Camera
IMDb Pro
Canva
Audacity
WordPress
Transcription
Improv
Sketch Comedy
Pumpkin Carving