

MALLORY HUNTINGTON

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EDUCATION

NEW YORK UNIVERSITY, New York, NY
B.A. Dramatic Literature
Minors in Cinema Studies and Producing for Film and Television
GPA: 3.748

May 2011

PROFESSIONAL EXPERIENCE

BOND STREET GROUP, New York, NY

Prada

February 2012 - March 2012

- Performed high levels of data entry and operated product order management systems for Order Management department
- Created PowerPoint documents for Boutique department look book

BR Guest

February 2012 - March 2012

- Performed reception duties such as answering phones, greeting guests, organizing mail and handling deliveries
- Created and maintained gift card promotion spreadsheet and organized promotional mailings

SCOTT RUDIN PRODUCTIONS, New York, NY

August 2010 – May 2011

Intern

- Proofread development documents and scripts, noted script revisions, created beat sheets, provided script comparisons and assembled scripts for development executives
- Assembled reference binders for *The Corrections* and transcribed development meeting notes
- Researched topics relevant to upcoming projects (actors, directors, historical figures, themes) and led teams of interns in compiling research binders using print and online sources
- Edited, printed and copied press breaks, assembled review binders for projects including *The Social Network*, *True Grit*, *The Book of Mormon* and *The Motherf**ker with the Hat*, organized pilot scripts for review and generally assisted in maintaining the document library
- Prepared weekly script sides for projects including *The Girl with the Dragon Tattoo*, *Moneyball* and *Extremely Loud and Incredibly Close*
- Assisted with office operations, storage cataloguing and organization, stocking supplies and office and kitchen maintenance
- Trained new interns and assistants and led interns in group projects

SONY PICTURES ENTERTAINMENT, New York, NY

September 2010 – December 2010

Publicity Intern

- Worked various film screenings and assisted publicity staff at the premiere of *The Tourist* and the *How Do You Know* press junket
- Conducted research on various media outlets, updated department press lists and monitored online and daily press mentions
- Assisted in assembling press clippings for *The Social Network*
- Organized promotional mailings and maintained database of New York theatres

LATE NIGHT WITH JIMMY FALLON, New York, NY

January 2010 – May 2010

General Production Intern

- Assisted with general production needs, including stand-in work during rehearsals, equipment management for location shoots and administrative support
- Liaised between different departments, distributed updated rundowns and did runs for every department
- Researched upcoming guests, pop culture and current events in weekly tabloids for associate producers

ACCESS HOLLYWOOD, New York, NY

September 2009-December 2009

Production Intern

- Answered phones and directed caller questions, managed reception area, sorted mail, faxed documents, delivered packages and greeted visitors and talent
- Logged daytime talk shows and entered them into a central database

THE NEW 42ND STREET, INC., New York, NY

Front of House Representative

September 2007 - April 2012

- Acted as a customer service representative by seating and assisting audience members, addressing audience queries and selling concessions
- Liaised between theatrical administrators, performers and audience members

Receptionist - Temporary

July 2011

- Answered phones and greeted guests
- Maintained copy room, kitchen, board room, studios and office supplies

SKILLS

SKILLS: Microsoft Office (Word, Excel, Power Point, Outlook), Final Draft, Mac and PC proficient, familiar with LotusNotes

REFERENCES AVAILABLE UPON REQUEST