

EDUCATION

**University of Miami** May 2012  
**Master of Fine Arts:** Screenwriting.  
**Leadership:** English tutor to University of Miami athletes and other students.

**Saint Augustine's University** May 2010  
**Bachelor of Arts:** Theater, Dance and Film.  
**Leadership:** President of the Falcon Poetry Club, neighborhood volunteer with the Falcon Poetry Club and Student Government Association.

EXPERIENCE

**Lightstorm Entertainment, Manhattan Beach, CA** February 2015 - July 2015  
*Receptionist*

- Answered phones, transferred and rolled calls, and took messages.
- Organized and helped maintain calendar for incoming visitors and office affairs.
- General administrative assistant duties such as greeting and handling clients, preparing for meetings, communicated with staff regarding various tasks and handled mail distribution throughout the office.

**Def Pictures, Culver City, CA** June 2014 – November 2014  
*Intern, Development*

- Aided principals of company with daily decisions on upcoming and future projects.
- Reviewed incoming material and assess for further script and story development, which often includes script coverage.
- Compiled and budgeted quarterly expense reports which included monitoring daily overheads for the company.

**Untitled Entertainment, Beverly Hills, CA** January 2014 – May 2014  
*Intern, Management*

- Conducted script coverage for various television pilots and feature films in consideration.
- Offered administrative support through various related errands and office maintenance.
- Covered assistants' duties which include maintaining phone sheets, fielding calls and balancing calendars.

**Red Varden Studios, Culver City, CA** August 2013 – January 2014  
*Intern/Assistant Training Program, Television Development*

- Executed assistant duties including rolling calls and managing phone sheets in addition to calendars.
- Collaborated with team to research and develop scripted, non-scripted, and digital projects.
- Drafted treatments, research documents and provided script coverage for projects in development.

## PROFILE

**Computer Skills:** Proficient with PC & Mac-based operating systems, Microsoft Office, Word, PowerPoint, Photoshop, Celtx, and Final Draft.

**Languages:** Conversational Spanish.

**Interests:** Traveling, reading, exploring and learning new cultures.