

Kyle Dugan

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EDUCATION

Florida State University
Bachelor of Arts in English

Tallahassee, FL
August 2016

New York Film Academy
Screenwriting Degree

Los Angeles
June 2015

EXPERIENCE

Don Buchwald & Associates Talent Agency

Internal Temp

Beverly Hills, CA
February - April 2017

- Handled an extremely high volume of calls and emails
- Served as the only floater covering agent's desks during a hectic pilot season
- Managed self-tape room for actor auditions, and edited their clips for casting
- Corresponded with casting offices in regards to payments, appointments, and self-tapes

Mad Chance Productions

Development Intern

Burbank, CA
August - January 2017

- Mastered script coverage and maintained office facilities for staff
- Ran errands for executives including dog-walking and mail-delivering

Endgame Entertainment

Administrative Intern

Beverly Hills, CA
August - December 2016

- Covered executive assistant duties, coordinating meetings and scheduling

Kopelson Entertainment

Development Intern

Los Angeles, CA
June - November 2015

- Organized and spearheaded note-taking for development meetings

Own Drum Productions

Founder

Tallahassee, FL
January 2016 - Present

- Created branded and social media content for expanding small business
- Produced 10 short films and an 8 episode web series, amassing over 100,000 views on social media

Hays Companies of Florida

Clerk

Davie, FL
May 2012 - August 2014

- Constructed spreadsheets and filed paperwork for employee benefit meetings

EXTRACURRICULARS & SKILLS

Phi Kappa Tau Fraternity

Head of Standards Board

- Established brotherhood accountability through service events such as Phi Taulympics

FSU Theatre / Film Program

- Director, "The Children's Hour" | Screenplay Portfolio | Sound Mixing and Operation

Personal

- Microsoft Office (Word, PowerPoint, Excel proficient), Internet Research, Google App