

## EXPERIENCE

### **Talent Relations Coordinator and Casting Assistant, Oh, Zeus! | Feb. 2020 - Current**

- Coordinate scheduling, booking and distribution of record materials for two network animated series.
- Assist the casting process by emailing agencies, collecting auditions and sending selects to production.
- Post and monitor content for the company website and social media accounts.

### **Casting Assistant (Temp), DreamWorks Television Animation Department | Nov. 2019 - Feb. 2020**

- Assistant to Casting Director responsible for scheduling, rolling calls, and managing detailed filing systems
- Casting team support: distributed sides, edited audio, and kept up-to-date casting spreadsheets
- Prepared and organized detailed materials, throughout each stage of the casting process, such as: talent lists, headshots and audio

### **Assistant to Commercial Dept. & Operations Manager, Atlas Talent Agency | May 2018 - Nov. 2019**

- Assistant to Sr. Commercial Agent with additional coverage for Jr. Commercial Agents
- Contributed to casting process by helping make lists, send to talent and listen prior to submission
- Responsible for scheduling, maintaining up-to-date digital logs, and general dept. organization
- Trained multiple incoming assistants and created the manual for the Operations Assistant position

### **2nd Assistant to Animation Dept. & Operations, Atlas Talent Agency | April 2017 - May 2018**

- Overhauled both the day-to-day and long-term operations of the Los Angeles office
- Assisted in the animation dept. by sending, collecting and organizing auditions project by project
- Acted as booth director for talent animation auditions as needed

### **Executive Assistant to the President of Production, 2929 Productions | January - February 2017**

- Administrative duties: maintain up-to-date schedules, roll calls, and handle expense reports
- Oversaw and coordinated interns and readers for submission coverage
- Log and track daily submissions

### **Intern, 2929 Productions | August 2016 - January 2017**

- Worked simultaneously in the Development and Business Affairs departments
- Covered executive assistant's desk as needed
- Wrote script coverage and researched potential projects
- Greeted guests, answered phones, and performed other necessary office duties

### **Production Assistant (Art Dept.), USC Film Department "WYRM" | August 2016**

- Meticulously dressed the set for each scene
- Maintained and indexed a comprehensive log of continuity photos

## EDUCATION

**Indiana University - Bloomington, College of Arts & Sciences | Honors Graduate 2013**  
Bachelor's of Arts in Communication, Music minor

## SKILLS & ABILITIES

- Effective at troubleshooting and problem-solving while working with strict deadlines
- At ease in all collaborative environments that require expert interpersonal communication
- Tech savvy millennial; office software, file sharing, task management and productivity apps