STUDENT NAME

**email****| phone| City, State | website**

 **EDUCATION**

**University of Pittsburgh, The David C. Frederick Honors College April 2023** *Dietrich School of Arts and Sciences* & *College of Business Administration Dual Major Program* 3.96/4.0 GPA Majors: Film & Media Studies and Business, Honors Degree; Italian Minor

#  WORK EXPERIENCE

**Warner Bros Discovery** |*HBO Documentary Films Intern* **New York, NY** |*June 2022 – Aug. 2022*

* Screened and wrote script coverages for pitches sent to the HBO Documentary Films Executive team
* Actively participated in strategy rollout meetings with Media Relations, Program Marketing and Creative Services teams
* Developed and maintained the HBO team's filmmakers, awards and agents databases in FileMaker Pro & Airtable
* Constructed 4 tracking grids of film festival award winners nationally for competitors’ slates in one-sheet format

**Pittsburgh Creative Industry Training Initiative** |*Programming Intern* **Pittsburgh, PA** |*Jan. 2022 – May 2022*

* Designed program for a $200,000 Mellon Foundation-funded initiative to diversify film & TV crews in Pittsburgh
* Trained over 100 high school and college students from underprivileged areas for a potential career in the film industry
* Wrote script coverages for two upcoming short film productions completed in the summer of 2022

**Pitt Honors Creative Arts Fellowship** |*Documentary Filmmaker: “Next Stop”* **Leonia, NJ** |*Jan. 2021 – Jan. 2022*

* Provided with a grant to produce my own documentary film on understanding how a changing commuter culture will

affect the suburbs of America’s cities because of the COVID-19 pandemic

* Managed $4,000 budget, built call sheets, and set up equipment to carry out 12 shoots with interviewees
* Officially Selected into Barrymore Film Center Short Film Festival and Northeast Film Festival

**HBO** |“*Succession” Season 3* - *Set Production Assistant* **New York, NY** |*Aug. 2021 – Aug. 2021*

* Maintained lockups of public areas to ensure the safety of pedestrians during filming
* Distributed communication equipment to facilitate working environment for 14 production assistants

**NBCUniversal** |*“The Blacklist” Season 8* - *Set Production Assistant* **New York, NY** |*July. 2021 – Aug. 2021*

* Transported film to editing studio for export of footage from each shoot day
* Oversaw and managed lockups of public areas to ensure the safety of pedestrians for each scene

#  LEADERSHIP & EXTRACURRICULAR INVOLVEMENT

**Pitt Tonight Late-Night Talk Show** |*Executive Producer* **Pittsburgh, PA** |*Aug. 2021 – Present*

* Lead Pitt's *College Emmy*-nominated one-and-only late night talk show with a 50-person crew
* Program monthly show schedule and approve the show segments and field pieces for the production, writing, marketing, and talent departments
* Oversee taping of sold-out episodes in front of a live 120 to 130-person studio audience on-campus and 2,000+ subscribers on YouTube

**‘Pitt in Hollywood’ Undergraduate Research** |*Podcaster & Programmer* **Los Angeles, CA** |*June 2022 – Oct. 2022*

* Provided with a $4,000 research grant to develop my own podcast series of interviews with LA-based Pitt alumni
* Serve as the Honors College and Career Center Ambassador for student looking to pursue a career in Hollywood
* The podcast is available on Spotify & Apple Podcasts; public-facing to all Pitt students

**Delta Sigma Pi Professional Business Fraternity** |*Marketing Director* **Pittsburgh, PA** |*Aug. 2021 – Dec. 2021*

* Attracted potential new members through weekly social media posts on Instagram with 900+ followers
* Orchestrated professional headshot events for all 115 brothers’ personal profiles and social job accounts

#  SKILLS, AWARDS, INTERESTS

**Skills:** Adobe Creative Cloud (Premiere Pro, Photoshop, Illustrator, Acrobat), MS Office (Excel, PowerPoint, Word, Outlook), Zoom/MS Teams, FileMaker Pro, DropBox, G-Suite, Detailed Notetaker, Secret Compass COVID-19 Production Safety Trained **Awards:** 2021 Honors College Research Award, ACC Leadership Symposium Recipient, Dean’s List, Omicron Delta Kappa Member **Interests:** Street Photography, Movies, Rock & Roll Music, Table Tennis