



**Temple University: B.A. Communications** | Cum Laude, Honors Program  
Coursework in Film, Television, Theatre and Journalism

Internships: Mandate Pictures (under Lionsgate, Development) and Time TV (Production)

**Physical Assets Assistant** | Marvel | *Guardians of the Galaxy, Vol. 3* | 2021-present | Atlanta

- Track, photograph and tag assets (items over \$250) across 20+ departments from prep to wrap
- Coordinate movement of assets between offices, warehouses, studio lots, sets, and locations
- Implement self-discipline to create schedule between Assets and other department contacts
- One-person department; communicate with LA team, Accounting, and Production Office to track items

**Production Coordinator** | Norman Bros. Productions | *Floor & Décor* | 2021 | Atlanta

- Oversaw clerical work on \$900K commercial for high-end home décor store
- Maintained and aided travel arrangements for 60+ cast/crew across multiple cities
- Revised and updated call-sheet on a rolling basis as crew filled in
- Aided executive producer and UPM with Staffing, Pre-Production Book, COIs and POs

**Audience Coordinator** | NBC | *America's Got Talent: Extreme* | 2021 | Atlanta

- Worked with On Camera Audiences on network's premiere season for outdoor/extreme talent
- Implemented hospitality/on-stage experience to entertain guests in extreme weather conditions
- Transported large audiences, including ADA to multiple shooting locations safely and efficiently

**Environmental Production Assistant** | Marvel | *Hawkeye* | 2021 | Atlanta

- Maintained minimum carbon footprint on set of large-scale series for Disney+
- Transported supplies to multiple locations across various departments
- Trained under environmental steward and educated self on impact of production on environment

**Production Assistant (Sole)** | Discovery+ | *Baking with Bryan* | 2021 | New York

- Reported to all department heads incl. showrunner, culinary, prod coordinator, talent, locations
- Managed tracking of on-set finances and expense reports
- Secured deal with NYC office to in order to troubleshoot set décor, saving art dept. hundreds

**Executive/Personal Asst. & Scheduling Coordinator** | Therapeutic Alliance | 2020-present | Remote

- Develop proposals for workshops and group therapy sessions based on client request
- Coordinate company expansion for newly acquired commercial properties, follow up with leads
- Transcribe and edit copy sent from creative arts therapist to colleagues and patients
- Design graphics for in-office use, including a series promoting COVID safety protocols

**Podcast Co-creator/host & Editor** | Black Light the Spotlight | 2020 | Remote

- Promoted Diversity, Equity, and Inclusion (DEI/D&I) for BIPOC and LGBTQ+ entertainers
- Educated listeners on ways to utilize their privilege to elevate underrepresented demographics
- Discussed history, bias, intersectionality, gender etc. across film, television, music and theatre

**Brand Ambassador** | Allied Global Marketing | 2017-2020 | Philadelphia / New York

- Advertised for high-profile media clients (Warner Bros, Disney, Fox) at high-volume events citywide
- Strategized and implemented promotional layouts for optimal consumer traffic in varied markets
- Composed reports and coordinate between clients, audiences, and box office for film screenings

**Program Manager** | Passage Theatre Company | 2018 | Trenton

- Built program alongside artistic director, created daily schedule, and composed daily reports
- Liaised between parents, artistic administration team, students and non-profit project sponsor
- Managed summer training program for Trenton high school students about Motown Records

**Entertainment Host & Event Planner** | Disney Cruise Line | 2012-2015 | Traveling

- Headed committee for the ship's annual holiday party, serving 1,000+ crew members
- Provided exceptional guest service and received weekly positive guest comments for courtesy
- Partnered with leaders and Activities Manager to create theme nights and team-building exercises
- Led private tours detailing ship's history, her interior design, and history of the Walt Disney Co.
- Emceed trivia, game shows, and selected to lead onboard Marvel Cinematic Universe programing

*Casting assistant, background work, PA, G-Suite, Microsoft Office, Hootsuite, Adobe Suite, A/V editing, FinalCut Pro, iMovie, Mailchimp, Spanish, published journalist, professional singer/actor, theatre & ESL educator, COVID-compliance implementation, TESOL Certified, play/screen writing, directing*