

EDUCATION

THE NEW SCHOOL

2018 - 2021 | BA Global Studies; Film

2021-2022 | MA, Media Studies;
Screenwriting

FELLOWSHIPS

The Gotham Career & Development
Fellow - 2021

Maysles DocMakers Fellow - 2022

GROUPS

New York Women in Film &
Television

Brown Girls Doc Mafia

Media Mavens

SKILLS

- Script / Film Coverage
- Film development
- Archival + research
- Film Production
- Administrative background
- Adaptable attitude
- Great communication

WORK EXPERIENCE

Jan 2022 -
Present

HBO DOCUMENTARY PROGRAMMING / DEVELOPMENT ASSISTANT

- Admin support: to include scheduling, arranging executive + talent travel, scheduling calls + meetings, processing expense reports
- Maintain centralized tracking for high volume programming, delivery timelines + contacts in coordination with other executives, and maintain overall departmental 3-year scheduling grid
- Research ideas + review media landscape for specific projects
- Participate in pitches and meetings through preparing background materials and writing summary notes as needed
- Monitor marketing + PR campaign calls for specific projects and write summaries
- Work collaboratively with assistants and executives across various departments such as production, marketing, media relations and content planning
- Communicate with high-level talent and external partners
- Assist in screening events at HBO and outside venues

Aug 2021 -
Jan 2022

GOTHAM EDU FILM & MEDIA EXECUTIVE ASSISTANT

- Manage calendar, phone lines, and contact lists; draft important correspondences (emails, letters) on behalf of Executive Director; and serve as the primary liaison to the Board of Directors, staff, media, agencies, stakeholders & sponsors, and other industry professionals
- Oversee the creation and compilation of quarterly Board Reports from internal departments and external consultants for Board Meetings; and provide detailed meeting minutes
- Assist with office management through communication with outside vendors, sending and receiving important shipments, and spearheading the implementation of new physical and digital file organization/archival systems
- Script / film coverage for indie film fellowships

summer
2021

DISNEY/ ABC 13 INTERN

- Breaking news reporting

HOUSTON PUBLIC MEDIA INTERN

Link to [articles](#)

spring
2021

WOMEN MAKE MOVIES INTERN

- Responsible for tracking and managing all relevant release information for festival, theatrical, and VOD releases
- Create, organize and manage necessary EPK (Electronic Press Kit) files including approved artwork, press releases, stills, logos
- Film / Script coverage
- Customized Distribution Lists for films