

- Independent contractor for writing projects that include feature narratives and documentaries
  - Ten years experience with grant writing, promotional and public relations assistance, and various support roles within the arts.
  - Excellent interpersonal, communication and relationship-building skills. Personable, persistent, knowledgeable and patient.
  - Technically skilled on cross-platform computer systems (Win/Mac) and proficiency in Final Draft, Word, Excel, PowerPoint and most office database programs.
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## Education

University of Toronto, Toronto ON

*BA Program: Drama, Film Studies and English Literature*

*Creative Writing Program*

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## Work Experience (relevant)

**Writer/Script Editor- Freelance, Present • Los Angeles**

*Assist and support writers with script editing and revisions on feature length, short and documentary scripts.*

*Source and execute grant and LOI's materials for submissions in documentary funding.*

*Liaise with funding coordinators and contacts for submission.*

*Create festival submission lists and materials.*

*Recent Works:*

*Documentary Scripts: Girl Unbound, This Is Congo, Dan the Man the Artist, Moving North*

*Narrative, in development: Defiance, Ohio, Highwayman, Ambiguous, Right Here, Right Now, Loud as Lions, Letters to Shea*

*Collect Call, Metric- Short Film/Video, Nominated for Juno Award for Best Video*

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## Past Work Experience

**Writer/ Development Assistant • Freelance • PEER OPPENHEIMER PRODUCTIONS, LOS ANGELES**

*Write and conceptualize feature narrative scripts and provide story edits to existing projects*

- Create conceptual treatments for narrative feature films
- Write screenplays based on approval and financing of projects
- Work closely with producers to finalize scripts for production in a timely and efficient manner
- Create a detailed outline of production potential based on analysis of materials
- Provide a detailed critique based on current market and demographics
- Offer rewrite suggestions

**Coverage Writer • Freelance • AUTHOR SOLUTIONS NEW MEDIA**

*Provide detailed summary and critique of novels for adaptation potential*

- Read novels of various genres and make suggestions for appropriate adaptation medium
- Provide a detailed summary of novel and offer rewrite suggestions to authors
- Convey all recommendations in a thorough and timely manner
- Adhere to all guidelines and deadlines

**Grants and Sales Coordinator 2007 to 2015 • VISION ENTERTAINMENT, LOS ANGELES**

*Research and organize development-funding grants locally and nationally for multi-faceted production company.*

- Proofread and edit treatments
- Research and organize development funding grants locally and nationally
- Collect pertinent information from directors, producers and clients
- Liaise with production team and music industry contacts (music videos) and/or the film community
- Create budgets, marketing and distribution strategies
- Create strong rapport with potential and ongoing clients
- Discover and assess market opportunities for Vision Entertainment and report upon those opportunities
- Responsible for updating, populating and maintaining accurate information in database

**Acquisition & Partnership Manager, 2008 to 2011 • CSC CONSULTING, TORONTO, ON**

*Work hand in hand with various non-profit theatre companies to organize and implement marketing campaigns.*

- Create a marketing strategy plan to help increase sales and donations
- Hire and train a team of telemarketers to engage new members and donors as well as returning patrons
- Maintain a daily report outlining sales increases and gross totals
- Build new lists of potential partners and donors to increase attendance and sponsorship

**Publicity and Promotions Assistant 2008 to 2009 • RED EYE MEDIA, TORONTO, ON**

*Assisted and supported unit publicist for various projects, including onsite support.*

- Researched, organized and contacted groups for film promotions
- Transcribed interview and publicity footage
- Responsible for brainstorming and contacting specific demographics for films
- Organize and implement client databases
- Attend and help execution of events and screenings
- Work independently that help ensure successful outcomes

**Assistant Manager, Partnership Campaign & Marketing Coordinator 2005 to 2008 • CANSTAGE, TORONTO, ON**

*Assisted the Director of Sales on implementation of sales strategies and management of team for an outbound call centre for acquisition/renewal and donations.*

- Earned consistent commendations for exemplary customer service and top sales numbers.
- Recognized for ability to quickly establish rapport with customers.
- Given increasing amounts of responsibility for being dependable, competent and knowledgeable.
- Tracked and filed all marketing/promotional activities, and related collateral.
- Updated the company website and created and deployed the e-newsletter.
- Participated in department meetings, recorded & distributed minutes for team members' follow-up.
- Assisted with various tasks and admin duties as assigned

**ADDITIONAL WORK EXPERIENCE (Relevant)**

**Grant Coordinator/ General Production Assistant- Freelance, Present • Los Angeles**

*Research available grants as per project i.e. documentary film grants, short and feature narrative grants, log and catalogue footage, general support for producers and directors.*

**Script Development/Coverage Intern-Tapestry Films, 2012 • Los Angeles**

*Read and provide coverage for acquired screenplays and novels, pitch potential scripts and provide administrative support*

**Research Assistant- Independent publication, 2010 • New York City**

*Research and organize materials for an upcoming publication based on a legendary supporter and pioneer of the pop-art culture of the 1960's.*

***Accomplishments:***

- Extensive research of subject including, one- on-one interviews, library research and transcription of collateral.
- Scheduling interviews and meetings for writer
- Excerpt editing and small writing assignments