

THERESA HOGUE

(843)295-6347 | Theresa.Hogue@gmail.com

<u>Under the Stairs Entertainment</u>	Intern/Production Assistant	2018 - Present
• Provide script coverage • Evaluated whether scripts submitted were within the studios brand • Research production sites • Provide personalized attention and service to cast on set		
<u>Eclectic Pictures</u>	Script Reader Intern	2017
• Received and successfully completed self-motivated training • Read 26 scripts in three months and provided constructive criticism		
<u>Ocean Exchange</u>	Intern/Producer	2016
• Produced 15 short films for the 2016 gala event • Came in under budget and on schedule • Produced original, innovative content to explain original sustainable solutions		
<u>Task Force 2010</u>	Paralegal	2012-2015
• Conducted legal research, record keeping, compiling statistics, preparing reports, and establishing a case work tracker • Prepared and monitored the referrals for suspension and debarment • Provided training and technical support to new employees		
<u>United States Marine Corps</u>	Legal Assistance	2009-2012
• Maintained correspondence and legal files. • Established and maintained security measures for client privacy • Planned and implemented training for over 50 personnel • Was chosen to help implement voice recognition software for the court reporting section		
<u>United States Marine Corps</u>	Ordnance Technician	2005-2009
• Employed appropriate safety precautions, security procedures, and record-keeping techniques for ordnance • Operated and performed maintenance on armament weapons support equipment and aircraft armament equipment • Removed, maintained, serviced, installed, and loaded aircraft guns; as well as armed and de-armed aircraft		
Hard Skills		
Blackmagic camera, Microsoft Suite, Adobe Creative Suite, After Effects, Final Draft, Movie Magic, Scrivener, Avid familiar, NALCOMIS, and SharePoint.		
Additionally		
• Volunteered as a student moderator for the Savannah Film Festival for 2016 and 2017. • Student member for the Dramatic Writing Board • An officer of the Dramatic Writing Club 2016-2018		
Education		
Savannah College of Art and Design (SCAD) Savannah, GA Dramatic Writing – B.F.A, film and television minor Expected Graduation: March 2019		