

OBJECTIVE

To utilize my varied experiences and education in order to be a contributing member of a creative environment.

EDUCATION

King's College London | London, England
MA in Film Studies, January 2014-Merit

Genesee Community College | Batavia/Warsaw, New York
Associate in Science, 2006 – Business Administration
Associate in Science, 2006 – Liberal Arts & Sciences, General Studies

SUNY Purchase College | Purchase, New York
BA in Cinema Studies, 2011 Summa Cum Laude, 3.95 GPA

Perry Central School | Perry, New York
High School Diploma, 2004, fifth in class

PROFESSIONAL EXPERIENCE

Wyoming County Care Coordination Assistant, Spectrum Human Services | January 2015-Present

**Previously Office Assistant at Spectrum Human Services Clinic, November 2013-May 2016

-Maintain & update necessary data elements for program tracking -Assist with Preparing charts & pulling records -Process outreach/intakes, scheduling, auditing, filing -Verifications of 3rd party payers, Medicaid, client financial reviews -Constant direct communication with director and supervisor of program -Compose correspondence, business letters, memorandums, reports, charts, workflows, etc. -Proofreading -Proficiency in Excel spreadsheets for data management -Meticulous documentation, attention to detail -Orient new personnel to agency policies and procedures -Attend departmental meetings, record and distribute meeting minutes -Purchasing

Adjunct, Cinema Studies, Monroe Community College-VAPA | August 2018-May 2019

-Creation of syllabi based on course requirements -Organize, prepare, and update course materials such as syllabi, homework, handouts -Evaluate student work -Initiate in-class discussion and encourage student participation -Interact with and help students with the implementation of different teaching strategies

Consultant, Usborne Books & More | December 2013-March 2017

-Run in home sales events -Maintain customer relationships -Purchase, maintain, and record inventory -Submit orders -Direct selling

Contributor & Intern, The Celebrity Café | August 2013-August 2014

-Write and upload various articles -Research

Preschool Aid and Prime Time Daycare Staff, YMCA | September 2011-September 2012

-Manage classroom activities -Create lesson plans -Maintain a safe and creative environment for children and their families -Organize events -Assist the head teacher -Purchasing

Intern, Soap Opera Weekly | January 2010-May 2010

-Proofread articles -Summarizations of TV episodes for website -Research -Office organization -Sort/record slide and digital images

Front Desk & Bell Services, Walt Disney World (College Program) | August 2006-January 2007

-Check guests in/out -Assist with the organization & implementation of theme park packaging -Assist guests -Organize, store, and deliver guest luggage -Schedule luggage deliveries and guest activities

Closing Cashier, Tops Markets | 2004-2006

-Maintain evening scheduling -utilize point of sale system -Organize sale tagging -Close out multiple cash registers and store

SCREENWRITING ACCOLADES

Broad Humor Film Festival | Finalist | Screenwriting-TV Pilot | Living Brooklyn
Big Star Screenwriting Competition | Finalist | Screenwriting-TV Pilot | Misfit Parents
World Series of Screenwriting | Bronze Prize | Spec Script | Modern Family- "Paintball Wars"
Bare Bones Film and Music Festival | Quarterfinalist | Screenwriting-TV Pilot | Living Brooklyn
NexTV Writing and Pitch Competition | Quarterfinalist | Screenwriting-TV Pilot | Living Brooklyn
Scriptapalooza Screenplay Competition | 2nd Place | Spec Script | Modern Family- "Paintball Wars"
Austin Revolution Film Festival | Finalist | Screenwriting-TV Pilot | Surviving Life
Creative World Awards | Semifinalist | Screenwriting-TV Pilot | Misfit Parents
Hollywood Screenplay Contest | Finalist | Screenwriting-TV Pilot | Misfit Parents
Hollywood Screenplay Contest | Grand Prize Winner | Spec Script | Modern Family- "Paintball Wars"
Screencraft Winter Short Film Production Fund | Semi-Finalist | Short Script | I'm Okay
Cannes Screenplay Contest | 2nd Place | Screenwriting- TV Pilot | Misfit Parents
American Movie Awards | Grand Prize | Screenwriting- TV Pilot | Surviving Life
Screencraft Comedy Screenplay Contest | Quarterfinalist | Screenwriting-Feature | Growing Forward
New York Screenplay Contest | Finalist | Spec Script | Modern Family- "Paintball Wars"
Creative World Awards | Semifinalist | Short Script | I'm Okay
Austin Revolution Film Festival | Finalist | Screenwriting- TV Pilot | Chester Fields
Broad Humor Film Festival | Finalist | Screenwriting- TV Pilot | Surviving Life
Austin Film Festival | Second Round | Screenwriting- TV Spec | Young & Hungry- "Young & Exercise?"
Austin Film Festival | Second Round | Screenwriting- Short | I'm Okay (twice)
Stage 32 TV Writing Contest | Quarterfinalist | Screenwriting- TV Pilot | Misfit Parents
Stage 32 Comedy Contest | Semifinalist | Screenwriting- TV Spec | Young & Hungry- "Young & Exercise?"
Austin Comedy Short Film Festival | Finalist | Screenwriting | You Made me Use the 'F' Word, Growing Forward
WNY Film, Art, Music Event | Finalist | Screenwriting | Growing Forward
Film Schenectady | Finalist | Screenwriting | Growing Forward, Misfit Parents
Austin Film Festival | Second Round | You Made Me Use the 'F' Word
Austin Film Festival | Second Round | Misfit Parents
Get It Made | Top 5 | I'm Okay