

WORK EXPERIENCE

- WonderHill Studios, Executive Assistant to Chief Executive Officer** New York, New York 3/23 - Present
- Controlling workflow, scheduling meetings, liaising with the offices of the co-founder, senior advisor, chief financial officer, senior vice president of business and legal affairs, executive vice president of music and unscripted, and president of distribution, assisting with approvals, accounts payable, payroll, benefits, tracking expenses, coordinating travel, on-call outside normal office hours and other tasks as assigned (remote)
 - Creating pitches and covering screenplays and pilots for producers
- Archstone Entertainment, Global Sales and Acquisitions Trainee** Burbank, California 11/22 - 03/23
- Training on distribution strategy, covering scripts and reviewing screeners for the acquisitions team (remote)
 - Per the sales team's strategy for EFM 23, updated company records using a master buyers list, in-house sales list, Cinando, IMDB Pro, LinkedIn and the internet, reached out to 580+ international buyers, set 60+ sales meetings, and managed the calendar for the founding partner
- BlueCat Screenplay Competition, Administrative Assistant** Los Angeles, California 08/22 - 02/23
- Assisting with data entry, email marketing, search engine optimization, and other tasks as assigned (remote)

INTERNSHIPS

- Cinema Libre Studio, Distribution** Burbank, California 11/22 - 02/23
- Assisted with office administration, marketing, distribution, contractual fulfillment, rights management tracking, international sales, domestic sales, educational outreach, acquisitions, events and partnerships, legal and business affairs, publicity, film festival sponsorship and other tasks (in person)
- Archstone Entertainment, Sales and Distribution** Burbank, California 09/22 - 11/22
- Created a targeted database of international buyers, reached out to 300+ current and prospective clients for AFM 22, managed the busy schedule, greeted clients during the market, assisted the President of Worldwide Sales during the meetings, and followed up with the clients at the end of each day (hybrid)
 - First intern to set 100+ sales meetings for one market
- Amsel, Eisenstadt, Frazier & Hinojosa Talent Agency, Fall 2022** Los Angeles, California 08/22 - 09/22
- Trained with a Partner in offers, negotiations, agreements (film, tv, commercial, literary, speaking engagements), contracts, travel memos, deal memos, coverage, scheduling, booking slips, email correspondence, branding, merchandising, and business research (hybrid)
- Grand Electric; ATB Talent Agency; Alta Global Media, Summer 2022** Los Angeles, California 05/22 - 08/22
- Wrote script coverage and participated in an intern seminar; maintained the client list and sent out appointments from InEntertainment, uploaded audition tapes to Breakdown Express, filed forms, contracts and cheques; wrote script coverage and participated in weekly intern seminars (remote; in person; remote)
- Epicenter Management; Atlas Artists; Vertigo Entertainment, Spring 2022** Los Angeles, California 01/22 - 06/22
- Participated in weekly intern seminars, wrote script coverage; performed administrative duties, wrote script coverage, searched for talent on social media, and miscellaneous research, writing, and editing; tracked industry news daily, wrote script coverage, and assisted with development lists (remote; in person; remote)

EDUCATION

- UCLA Extension - Certificates (Distinction)** Los Angeles, California 09/19 - 06/22
- Entertainment Studies GPA 3.79, Business and Management of Entertainment GPA 3.63, Film and TV Development GPA 3.85
- London School of Economics - Master of Science (Merit)** London, England 09/01 - 06/03
- University of Delhi - Bachelor of Science (First Class)** New Delhi, India 07/98 - 07/01

SKILLS

Software: Microsoft 365, Adobe Acrobat Pro, Canva, iContact, Constant Contact, Google Suite, WordPress, SEO, Breakdown Express, InEntertainment, IMDbPro, LA Casting, Actors Access, Final Draft

Languages: English (native/fluent), Hindi (native/advanced), and some familiarity with Japanese, French, and Spanish

Social Media: [LinkedIn](#), [Instagram](#), [Twitter](#), [Facebook](#)

Website: [Actor Portfolio](#), [Script Reader](#)

VOLUNTEER WORK

World For All (2015 - 2018), Young Storytellers (2018), AFI Film Festival (2019), The Great LA River Clean Up (2019), Midnight Mission (2019), Lonely Seal International Film, Screenplay and Music Festival (2020)