

KENNETH VIVOR

Script Coordinator

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OBJECTIVE

Professional with several years' experience as an author and screenwriter. Inventive understanding of proofreading, content creation, research, and editorial organization. Capable to receiving scripts with intention to review and offer feedback for film productions and magazines.

SKILLS

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| • Creative Authoring | • Microsoft Word and Excel | • Script Editing |
| • Communications | • Research | • Networking |
| • Version Control | • Editorial Cohesion | • Clearance Issues |
| • Narrative Cohesion | • Proofreading | • English Literature |
| • Reference Document | • Reviewing | |
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EXPERIENCE

SCRIPT SUPERVISOR

February 2025 - Present

Nasy Film and Productions, New York

- Supervised drafts for formulated development for comedy-drama Hit Classic, directed by Octavian DB Pooh, ensuring narrative cohesion and tonal consistency throughout composing process. Conducted two to three meetings with director at training program.
- Teamed with producer and director in analyzation of screenplay. Communicated with crew members to discuss production dates to accommodate schedules of everyone involved.

FILM DIRECTOR

December 2022 - December 2024

NeoFable Productions, New Jersey

- Organized 30-minute short film with various individuals in sound, camera work, postproduction as well as screenplay management. Instructed three assistant directors with production assistance.
- Coordinated development of film production distribution with accomplished cinematographer. Assisted by producer with assistance in film production. Conducted auditions for seventeen actors by networking and communication.
- Achieved one nomination, eight official selections and three awards from film festivals for production script such as the Kraken International Film Festival for Best Produced Screenplay.

DEVELOPMENT COORDINATOR AND COPYWRITER

February 2021 - February 2022

L.P.Z. Media, Los Angeles

- Edited and revised screenplays for independent filmmaker John Lopez, enhancing narrative flow, dialogue authenticity, authored coordination, and character consistency. Secured legal acceptance from award winning film director with industry.
- Cross-referenced screenplay Crazy Charlie with Celtx software to ensure continuity, accuracy, and production-readiness across scenes meeting industry standards. Refined version control is prose critical to script coordination.

MAGAZINE EDITOR

March 2016 - May 2017

Centenary University, New Jersey

- Refined content written by peers regarding creative works such as poetry, prose, reference documents and editorials. Collaborated with editors to ensure works meet legal standards. Worked alongside writers to consult with head director.

EDUCATION

Master of Fine Arts in Creative Writing (M.F.A) • Full Sail University, Winter Park FL

November 2020

- Relevant coursework meeting industry standards: Business in Creative Writing, Script Analysis and Criticism, Creative Writing Portfolio I.

Bachelor of Fine Arts in Communications• Centenary University, Hackettstown, NJ

May 2017

- Concentration in Film Studies.