

Work History

Sustainability Department Head - Netflix (Robert Rodriguez)

May 2022 - July 2022

- Developing day-to-day schedule and priorities of my department.
- Coordinated department staff meetings including setting agendas and identifying action items.
- Drafted Sustainability reports and distributed information to both Studio and Production.
- Facilitated packaging and drop off of excess food to shelters to eliminate food waste.

Programming Intern - Warner Bros. Discovery - HBO

January 2022 - April 2022

- Working closely and collaboratively with the Director of Development's office to ensure clear communication between levels of staff.
- Covered desks of Executive Assistants (Francesca Orsi, Amy Gravitt, and Kara Buckley).
- Took accurate and detailed notes during meetings.

Development Intern - Anton Corp

August 2021- December 2021

- Wrote script coverage and handled general administrative functions.
- Updated and maintained submission grids, including the company's development slate.

Managing Editor - The University Star Newspaper

August 2020 - August 2021

- Assisted writers with the execution and brainstorming of feature stories.
- Organized company calendar, including setting, rescheduling, and leading necessary meetings.

Production Assistant - Netflix (Bryan Unkeless)

June - July 2021

- Managed domestic travel itineraries for talent and executives.
- Organized documents, prepared for meetings, kept track of supplies and purchase orders.
- Effectively managed talent and producer's calendars, including setting, re-scheduling, and confirming testing dates and times.

Education

Bachelor of Fine Arts, Acting; Minor in English & Honors

August 2018 - April 2022

Texas State University

- 4.0 Cumulative G.P.A.; Dean's List; Summa Cum Laude
- Graduated with Honors.
- Semester Abroad in Maynooth, Ireland.

Awards

- **National Charity League** Most Volunteer Hours in City for work at Meals on Wheels.
- **Final Draft** Big Break Competition: Quarterfinalist with Comedy Pilot, "How to be a Woman".

Skills

- Spanish and English fluency
- Microsoft Office Suite: Word, Excel, Powerpoint
- Celtx, Final Draft, Pix, Studio System
- Photoshop, Premiere Pro
- Wordpress