

EVIE MASTERS

CONTACT

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eviemasters.com

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EDUCATION

**B.F.A FILM & TELEVISION
PRODUCTION**
MINOR EDUCATION IN SOCIETY

University of Southern California

2019 - 2023

SKILLS

Microsoft Office

Google Suite

Rolling Calls

Phone Etiquette

Email Platforms

Script Coverage

Customer Service

Communication

WORK EXPERIENCE

STUDENT TEACHING ASSISTANT

USC School of Cinematic Arts

Aug 2022 - May 2023

- Book rooms for foley, voice-over, scoring and mixing with the sound department
- Maintain clear communication with students and faculty

DEVELOPMENT INTERN

Atlas Entertainment

Aug - Dec 2022

- Cover Receptionist Front Desk, Roll Calls, Schedule Meetings, Welcome Guests
- Script Coverage
- Character Breakdowns

DEVELOPMENT INTERN

Mandalay Pictures

May - Aug 2022

- Script Coverage
- Cover Receptionist Front Desk, Transfer Phone Calls, Handle Mail

MUSEUM FLOOR MANAGER

Pretend City Children's Museum

Nov 2020 - Aug 2021

- Manage Team of 10+ Floor staff, volunteers, and community partners, provide excellent customer service
- Create and lead impromptu educational programming for 200+ guests

DEVELOPMENT INTERN

Winterlight Pictures

May - Aug 2022

- Script Coverage
- Track IP rights and acquisition, update and maintain database