

🏆 EXPERIENCE

- **The Asylum**
Sept 2013 - Present

Front Desk / Assistant
Assisted guests, answered phones, and processed orders for online store. Managed tasks for the partners as well as various employees. Inventoried and ordered office materials, delivered mail, and dealt with package delivery services.
- **ZEFR Inc.**
Jan 2013 - Sept 2013

Business Development Associate
Researched and assisted in the creation of global content and strategic partnerships. Ran and performed tests for prospective clients to show possible revenue and traffic.
- **ZEFR Inc.**
March 2012 - Jan 2013

Content Management Assistant
Assisted in the curation, description, meta-tagging and quality control for over 25,000 movie clips. Managed and processed digital assets from studios (Lionsgate, Warner, Universal, Sony) using a proprietary CMS.
- **Phil Ruddy "Gun Shy"**
August 2012

Production Assistant
Assisted in production of short film "Gun Shy" for film festival circuit. Operated boom mic and set lights. Assisted in set assembly and tear down. Collected and delivered production and crew supplies.
- **The Ant Farm**
June 2011 - Feb 2012

Production Assistant
Completed runs to and from studios (Fox, Paramount, Sony, Universal, Warner Bros.). Managed and processed elements (tapes, hard drives, dvds, equipment, etc.) delivered to and from the vault. Recorded and edited voice over for clients, and executives.
- **Purdue University**
Sept 2009 - May 2011

Lab Monitor
Taught and assisted students with Final Cut Pro and Adobe programs. Rented and trouble-shot production equipment (cameras, tripods, light kit, green screen, etc.)
- **Bill Callison**
May 2010

Production Crew
Operated cameras, set up rigs, and ran cables for live stadium production for the University of Pennsylvania's commencement ceremony.
- **Campus Connection**
August 2009 - May 2010

Production Crew
Created, produced, and directed episodes of local television news program featuring various informative lifestyle segments. Scripted segments, researched topics, and operated cameras and teleprompter for interviews. Created lower third graphics.

EDUCATION

Purdue University

August 2006 - May 2011

Bachelor's Degree

Film & Video Studies

Minor

Art & Design

SKILLS

- Script Writing
- Online Research
- Video Editing
- Final Cut Pro
- Photoshop
- Illustrator
- InDesign
- On Air Pro
- File Maker Pro
- After Effects

ABOUT

My name is Andi and I am an aspiring comedy television writer and all around groovy chick residing in The Valley in Los Angeles. I excel in coming up with new and creative ideas for scripts in both comedy and drama but am not afraid to get my hands dirty on set. In my spare time I enjoy creating short films, reading comic books, dabbling in photography, and baking exceptional desserts. If you play your cards right you just might find a plate of treats waiting for you.