

CURRICULUM VITAE

Employment History

Julian Belfrage Associates (Jan 2019 - Present)

Role: Agent's Assistant

Responsibilities:

- Administrative duties including diary management, scheduling, setting up calls and meetings, booking travel and filing expense reports.
- Extensive script reading and coverage.
- Extensive research into potential development opportunities for clients, including book properties, podcasts and articles.
- Tracking new projects for the interest of client list, including Dame Judi Dench, Jude Law, Carey Mulligan and Sir Jonathan Pryce.
- Logging all script and book submissions.
- Daily interaction with client list, assisting with their needs at various stages of production and in their daily lives.
- Daily interaction with casting directors and producers about potential projects for clients.

Rogers, Coleridge and White (Jan 2019)

Role: Intern

Responsibilities:

- Read book submissions and provided analysis.
- Administrative duties including manning reception, research tasks and collating articles and reviews.

Pilot Film & Television Productions Ltd (Sep 2013 - Dec 2018)

Role: Freelance Researcher and Production Assistant

Responsibilities:

- Contributed significant research to various programs.
- Wrote several articles for the company's website: <https://www.pilotguides.com/articles/>
- Served as Production Assistant on a various program shoots around the world, including Globe Trekker: The Rust Belt and Around the World: Conquistadors, Aztecs & Incas.

Heyday Films (May 2018-Jun 2018)

Role: Development Intern

Responsibilities:

- Read script and book submissions, providing detailed coverage.
- Compiled talent lists for upcoming film and television projects.
- Submitted weekly summaries about film, television and theatre news.
- Administrative duties including manning reception, greeting guests and setting up calls.

Education History

University College London (Sep 2014 - Sep 2017)

Degree: B.A. History, Upper-Second Class Honours (2.1)