

KATIE CONWAY

Brooklyn, NY
978-335-8454
katiefrancesconway@gmail.com

EDUCATION

Emerson College, Boston, MA

B.A. Media Arts Production, 2018

Minor: Comedy Writing &
Performance

Kasteel Well Study Abroad

Program - 2016

WOMEN IN ANIMATION

Mentorship Circle Program - 2020

PORTFOLIO WEBSITE:

[https://
katieconwayportfolio.weebly.com](https://katieconwayportfolio.weebly.com)

CLUBS AND ORGANIZATIONS

Spec 2014 - 2017

Sweet Tooth Animation 2015 -
2017

REFERENCES

Pramita Mukherjee - WIA Mentee

mukherjee.pramita@gmail.com
858-280-9036

Sophia Uehara - Art Director

ssu214@nyu.edu
949-680-0903

Charlotte Purser - Director's

Assistant
charlottepurser@gmail.com
645-554-0966

Alexandria Stone - Supervisor
alexandriamstone@gmail.com

EXPERIENCE

Art Production Assistant, *Mary - A Feature Film*; Brooklyn, NY — 2021

- Provided script coverage, organized props, and curated schedules
- Arranged and reset props, solved creative production issues on a fast-paced set
- Photographed and reset locations, assisted set decorators, and tracked art budget

Intake Assistant, Netflix/One Health Labs; Brooklyn, NY — 2021

- Guided 100+ Netflix employees in check-in for weekly COVID-19 screenings
- Tracked patient information and managed documents through Microsoft OneDrive

Talent Production Assistant, *Nice One - Quibi*; Los Angeles, CA — 2019

- Escorted a cast of A-List talent to set, restocked dressing rooms, ran errands
- Distributed show scripts, maintained and updated talent agendas
- Coordinated the signing and filing of confidential paperwork and legal documents

Casting Associate, MysticArt Pictures; Los Angeles, CA — 2018 - 2019

- Interviewed and researched talent, wrote and distributed casting notes
- Managed multiple producers calendars, booked and prepared auditions
- Acquired and archived talent material, maintained tracking grids and databases
- Managed show inbox, outreached to organizations, and reviewed applications

Development Intern, Skydance Media; Santa Monica, CA — 2018

- Wrote detailed coverage and feedback for television pilots, feature films, and books
- Covered assistant desks, rolled calls, managed calendars, and ordered lunches

Service Desk Leader, Emerson College Iwasaki Library; Boston, MA — 2014 - 2017

- Assisted students and staff with research, locating materials, and check-out
- Memorized complex policies, answered heavy phone lines, booked study rooms
- Delegated tasks to coworkers, trained new employees, handled the cash drawer

ADDITIONAL EXPERIENCE

Freelance Art Production Assistant July 2021 - Present

Freelance Illustrator April 2020 April 2020 - Present

Intern, Women in Comedy Festival September 2016 - August 2017

Orientation Leader, Emerson College May 2015 - September 2015

- StrengthsQuest Results: Ideation, Input, Futuristic, Empathy, Intellect

SKILLS

Proficient in Adobe Photoshop, Blogger, Canva, Celtx, Facebook, Final Draft, Google G Suite, Illustrator, Instagram, Keynote, Microsoft Office Suite, Pages, Shotgun, Slack, Storyboard Pro, Twitter, Wordpress