

Karen Brownman

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EDUCATION

UNIVERSITY OF MICHIGAN

Class of 2017

BA with Honors - *Double Major: Screen Arts and Cultures • Communication Studies*

- GPA: 3.73/4.00

RELEVANT WORK EXPERIENCE

NBCUniversal

Universal City, CA

West Coast Page

Feb. 2018 – Present

NBC Entertainment Photography Page

- Performed wide edits photo jobs down to 10% of the original number
- Completed invoices for all freelance photographers
- Assisted on photo shoots and served as a memory card runner at events like The Golden Globes

UTV Studio Page

- Took notes on calls between studio executives and writers and producers of active development shows.
- Assisted with administrative tasks including covering rollover on 25 phones, sorting DVDs, processing expenses, and maintaining office copy room and kitchen.

NBC Entertainment PR & Talent Page

- Aggregated daily ratings coverage into a report that is sent to the whole department.
- Sent weekly listings, ticket requests, and round ups of NBC news.
- Covered the desk of the EVP of Publicity

Page Office Admin

- Crafted monthly newsletter to 40 members of the Page Program, as well as created engaging office projects.
- Provided administrative support for 2 supervisors including phones, calendars, and booking travel.
- Prepared and assisted with the onboarding of the newest Page cohort including creating activities, ordering meals, and giving presentations.

COLLEGE HUMOR ORIGINALS

Los Angeles, CA

Set/Office PA

Sept. 2017 – Feb. 2018

- Assisted the art department and serve as script supervisor during weekly shoots.
- Went on runs all over Los Angeles for food, equipment, and dropping off packages.

HYDE PARK ENTERTAINMENT

Los Angeles, CA

Development Intern

Sept. 2017- Dec. 2017

- Covered phones and complete coverage on books and scripts for development.

CAPTIVATE ENTERTAINMENT

Los Angeles, CA

Development Intern

Summer 2016

- Read at least 1 screenplay every day and wrote a complete coverage on each.
- Created Sizzle reels for current projects.

GRAINEY PICTURES

Los Angeles, CA

Production Intern

Summer 2016

- Filmed a weekly YouTube series detailing production status of a feature documentary.
- Assisted in the filming of makeup tutorial videos, comedy show, and web series

HOUSTON ZOO

Houston, TX

Digital Marketing and Production Intern

Summer 2015

- Crafted a weekly newsletter with 5 unique stories that went out to over 80,000 people.
- Filmed and edited original videos about animals and conservation efforts that aired on YouTube.

DANCIE PERUGINI WARE PUBLIC RELATIONS

Houston, TX

Public Relations Intern

Summer 2013

- Wrote press releases for a multitude of clients to create buzz and garner awareness for events.
- Prepared dossiers on new clients for the Vice President.

PROFICIENCIES

- Adobe CC – Premiere, After Effects, Photoshop
- Final Cut Pro X