

Juliet Reynolds

✉ julietmreynolds@gmail.com ☎ (480) 544 - 0284 📍 Phoenix, AZ **in** [linkedin.com/in/juliet-reynolds](https://www.linkedin.com/in/juliet-reynolds)

EDUCATION

Bachelor of Arts, Filmmaking Practices

Arizona State University; Herberger Institute for Design and the Arts

May 2024

Tempe, AZ

Bachelor of Arts, Film and Media Studies

Arizona State University; The College of Liberal Arts and Sciences

May 2024

Tempe, AZ

WORK EXPERIENCE

Writer / Editorial Team / Production Assistant

Contagion Media Arts Agency

August 2024 - present

Hybrid; Phoenix, AZ

- Contribute thoroughly written articles upwards of 2000 words for the plethora of Contagion Media blog spots, notably visual arts and music; lend services in detailed and timely editing of blog articles
- Partake in typical production assistant tasks for agency marketing promos (running, cleaning, etc.)

Feature and TV Scriptwriting Competition Submission Reader

CineStory Screenwriting Retreat

April 2024 - present

Hybrid; Idyllwild, CA

- Read upwards of ten feature scripts per week in preparation for the October feature writing retreat; will continue into TV pilot script reading for the TV writing retreat next April
- Highly efficient in completing script coverage and detailing the reasons for a script's grade

Brand Creative Ambassador; Unscripted Lifestyle Pod Editorial Team

MTV Entertainment Group; Paramount

February 2024 - May 2024

Remote; NYC

- Assisted directly under the contracted freelance writer for on-air promo scripts; maintained highly organized and detailed notes (in meetings and when transcribing) to provide the smoothest writing conditions
- Transcribed footage for key bites for the lead script writer on time-sensitive reality show projects
- Collaborated with teams under production supervisors handling on-air promo flight date scheduling and ideation; drafted up and sent out scheduling rundown sheets to OPS team

Assistant Manager

(previously Team Leader; Team Member)

Harkins Theatres Arizona Mills 18

August 2023 - January 2024

(February 2023 - August 2023; December 2019 - February 2023)

Tempe, AZ

- Oversaw a team of 100+ people; maintained detail when scheduling the team/movies to follow a strict daily and ensure both an operational theater and the correct use of top-of-the-line projectors and footage databases
- Exceptional comfort and proficiency in guest services, both over the phone and in person

Development Apprentice

The Gotham EDU Film Career Development Program

July 2023 - August 2023

Remote; NYC

- Collaborated with a cohort of independent filmmaking peers to conceive a project idea under the aid of mentors
- Completed robust pitch deck; practice pitched idea to board of independent filmmaking industry professionals

SKILLS

Final Draft Pro

Outlook Calendar

Google Suite

Microsoft Office

Paramount VMS

Premiere Pro