

FOXCareers

Resume Guide

Do's:

- Intern resumes should only be one page in length
- List education at the top, including major and anticipated graduation date
- Formatting Matters - Organize your resume appropriately
- Font First- Professional, classic, and easy to understand
- Contact Information- Include best ways to contact you and include full first name.
- List your personal email address and not your school email address.
- Text Only - Limit your resume to relevant text; never include a photo of yourself or birth date
- Keep It Relevant- Tailor specifically for the position
- Machine Readable- Do ensure your resume is machine-readable
- Save your resume as a PDF file, with your full name and date

Don'ts:

- Do not exceed 3-5 bullets per section
- Do not include GPA unless it's very high
- Do not use proprietary acronyms or jargon
- Do not have any typos or grammatical errors
- Do not plan to include personal references on your resume
- Do not include high school if you have any college experience
- Do not use a funny or controversial email address
- Do not save your resume as "Resume"

General:

- Special projects can be listed to add experience where applicable
- Do not include vague language like "good listener" or "hard worker", let that show during an interview or through your work experience
- Make sure to include a skills section where you list any technical skills or programs you know, including social media platforms
- Make sure you have a profile on LinkedIn as recruiters actively search there for candidates and it's a good way to stay connected with the professionals you meet

EDUCATION

University of Southern California

Bachelor of Science, Business Administration

Minor in Global Communication

Honors: Norman Topping Scholar, Black Alumni Association Scholar, Elks Most Valuable Student

Global Experience: Learning about International Commerce Program - Santiago, Chile (Spring 2014)

Los Angeles, CA

Expected May 2019

PROFESSIONAL EXPERIENCE

Amazon

Campus Influencer

- Market Amazon through Word of Mouth, increasing newly created Student Discount account users
- Coordinate Amazon promotions at USC Events and Concerts, some with over 1,200 in attendance
- Follow up with both corporate and regional managers to track progress on goals and projects
- Establish at least 2 new student organization partnerships with Amazon each semester

Los Angeles, CA

Jan 2014 – Present

The Getty Center for the Performing Arts

Box Office Corporate Representative & Marketer

- Handled over \$8,000 in daily sales
- Managed accounts receivable, payment requests, and subscription packages
- Utilized database of over 2,500 patrons, processing numerous orders daily
- Raised additional dollars to go towards company's philanthropic efforts

Tacoma, WA

Jun 2014 – Aug 2014

The Hollywood Entertainment Alliance

Founder & Executive Director

- Offer support and resources to over 10 schools to establish Arts programs
- Market cause through social media and other local events to reach over 1,000 people
- Manage daily operations and maintain track records of over 50 clients
- Initiate lasting partnerships between arts entities and schools

Tacoma, WA

Feb 2011 – Present

LEADERSHIP & ACTIVITIES

Alpha Zet Psi – Professional Business Fraternity

Director of Public Relations Chair (Fall 2014)

- Advertised and set up pre-rush promotional activities to attract 117 students to attend rush
- Interacted with students, pitching the fraternity as well as enhancing efficiency of each rush event
- Increased Rush attendance by over 50% from previous semester

Los Angeles, CA

Sep 2013 – Present

Marshall Outreach and Volunteer Entrepreneurs

Executive Board Member, Volunteer

- Established and designed website to track activities and provide information for students and sponsors
- Cross communicated with other executive board members for accurate content updates
- Led a group of 20 students and alumni on a day of volunteering for nonprofit organization *TreePeople*

Los Angeles, CA

Sep 2013 – Present

SKILLS/INTERESTS

Languages: Spanish/Español (high proficiency), Korean/한국어 (basic competence)

Technical Skills: MS Office, HTML/CSS, Adobe Photoshop, InDesign, WordPress, Market Research

Publications: Writer & Online Editor; *The Lion* Newspaper (2011-13), Writer; *The Tacoma Weekly* (2012), LINC Santiago Trip Blogger (Spring 2014), USC Admissions Blogger (Sep 2014-Present)

Interests: Radio DJ'ing, startups, basketball, horror movies, foreign cultures, improvisational speaking

EDUCATION

UCLA

B.A. in Communication Studies, 3.958

Film, Television, & Digital Media Minor; Asian American Studies Minor

Anticipated Graduation: Spring 2016

EXPERIENCE

HBO Original Programming

Santa Monica, CA

Creative Intern

Jan 2015 – Apr 2015

- Assist in pilot pre-production and production for both drama and comedy by maintaining writers and directors lists, casting grids, and conducting research projects
- Create coverage reports on submitted pilots and provide comprehensive summaries and commentary on story concept and theme, potential market, production cost, writing, and overall viability as a series
- Manage series current reports by reading scripts for highly confidential, upcoming series and writing episode synopses
- Peruse daily trades to curate the most relevant stories for executives, coordinators, and assistants

The Walt Disney Company

Burbank, CA

Original Programming & Development Intern, ABC Family

Jun 2014 – Sep 2014

- Read pilots, novels, plays and writing samples to analyze potential for series development and staffing opportunities for current programming
- Covered desks for out of office assistants to support Director and VP level executives, including: managing calendars/phone sheets, scheduling meetings (internal/external), and rolling calls
- Handled confidential materials such as: scripts and pilots, continuity sheets, and wardrobe books
- Shadowed shoots and attended sitcom tapings for shows such as “Pretty Little Liars” and “Baby Daddy”
- Assisted 5-7 assistants/coordinators spanning 3 different departments in research projects, organizational duties, and office management

NBCUniversal, Inc.

Universal City, CA

Partnerships & Licensing Intern, Universal Studios, Inc.

Jan 2014 – May 2014

- Conducted internet research on brands/companies for possible film promotions to create decks and briefs for Manager and Director level executives
- Read and analyzed product breakdowns on confidential scripts for release in 2014 and 2015
- Reported to 3-4 managers/directors and 2-3 assistants/coordinators daily to assist in logging data, organizational tasks, and office upkeep

Warner Bros. Entertainment Inc.

Burbank, CA

Development Intern, Langle Park Pictures

Apr 2013 – Jun 2013

- Created detailed coverage reports on 3-4 scripts per week as well as various novels, TV pilots, and proposals to examine potential for future development
 - Discussed thoughts and analyses of competitive material with supervisors
 - Conducted database research on executives of studio-based production companies and compiled findings into a comprehensive contact list for President Kevin McCormick
-

SKILLS & INTERESTS

Microsoft Office (Outlook, Excel, Word, PowerPoint) • Non-Linear Editing (Adobe Premiere Pro, Final Cut Pro)

David Fincher films • Stieg Larsson’s *Millennium* series • The Killers • Boxing

AWARDS & ACTIVITIES

Media for Social Change 2014 Winner, ASPIRE

Jun 2014

Member, CAPE (Coalition of Asian Pacifics in Entertainment)

Apr 2014 – Present

EDUCATION

University of Southern California

Annenberg School of Communication and Journalism: Majoring in Communication | Entertainment Focus

Marshall School of Business: Minor in Entrepreneurship

Dornsife College of Letters, Arts and Sciences: Minor in International Relations

Los Angeles, CA

Class of 2015

Dean's List 2012, 2013

G.P.A 3.8

WORK & LEADERSHIP EXPERIENCE

FX Networks | Fox Cable Networks

Script Development and Current Programming Intern

- Prepare coverage and analysis on incoming scripts
- Create log line synopses and coverage for current FX programming
- Research for potential future series
- Clerical and administrative office tasks; answering phones; customer service

Los Angeles, CA

September 2014-Present

PMK•• BNC Public Relations Firm

Product Placement Intern

- Sole intern of the product placement department representing seven products.
- Read scripts for future movies and television shows, determined positive and negative opportunities in scripts in order to aptly place the products that we represent.
- Tracked placed products in films and TV shows as well as research on the entertainment market.
- Call production sets and discuss opportunities with production staff.

Los Angeles, CA

May 2013-August 2013

Bent Pixels | YouTube Digital Rights Management

Channel X Manager

- YouTube channel management, including community outreach and channel optimization
- Influencer Outreach campaigns for product placement on YouTube channels
- Video Search Engine Optimization (VSEO), video editing, embedded annotations
- Digital Rights Management including content identification claiming

Los Angeles, CA

June 2014-August 2014

Undergraduate Student Government

Director of External Relations

- Serve as the public relations manager of USG, to advertise the events and services that USG provides to the student body.
- Set up and organize promotional events on a monthly basis.
- Manage communication and relationship with student organizations on campus.
- Created the new format for the Council of Presidents—an organized event for the collaboration of every recognized organization president at USC.
 - Received Director of the Month award for this event.

Los Angeles, CA

May 2013-Dec. 2013

Kappa Alpha Theta Sorority

Chief Education Officer

- Administratively preside personally over 30 girls in officer positions and committees, delegating tasks and overseeing duties.
- Responsible for creating the schedule and training for 75+ new Sorority members.
- Event planning for new member events with budget of over \$15,000.00.
- Extensive use of Facebook and Twitter to create Sorority image.

Los Angeles, CA

Dec. 2012- Dec. 2013

SKILLS & INTERESTS

Computer Skills: Proficient with Mac, PC, Microsoft Word, PowerPoint, iPhoto Editing, Social Media Sites, YouTube VSEO; Familiar with Microsoft Excel, Final Cut Pro and Photoshop.

Interests: Dance, Creative Writing, and Traveling.

University of California, Los Angeles Graduated 12/2014
Bachelor of Arts, Communication Studies | Film and Television Studies Minor | 3.4 GPA

Study Abroad, Universidad de Granada | Granada, Spain 06/2014-08/2014
Successfully completed High Intermediate Intensive Spanish Language Course

EXPERIENCE

MTV Networks, Communications Intern, Santa Monica, CA 1/2015–Current

- Create daily coverage reports for MTV talent and shows by tracking online, print and broadcast hits
- Assisted the Viacom team at the Winter 2015 Television Critics' Association Press Panel
- Build extensive media lists and innovate new ways to promote the brand

NBC Universal, Cable Productions Casting Intern, Universal City, CA 9/2014 – 12/2014

- Covered Assistant's desk and managed high-volume phones for UCP executives
- Wrote character breakdowns for incoming pilots and managed character tracking documents of network shows
- Organized all production documents and recorded talent's ethnicity as part of the NBC Universal Diversity Initiative

Project Ethos, LA Fashion Week PR Intern, Hollywood, CA 10/2014

- Assisted with guest list check-in and escorted VIP guests (talent and press); organized 150 exclusive gift bags

MTV Networks, Talent & Casting Intern, Santa Monica, CA 1/2014 – 8/2014

- Constructed weekly trend reports of current and rising talent and track all casting news
- Covered desk of Assistant to Casting Executive and handled high-volume phone lines
- Managed all talent-related documents including press itineraries, contact lists and expense reports
- Escorted talent down red carpet and assisted MTV Press team at the MTV Movie Awards and the Video Music Awards

Clover Public Relations, Assistant Publicist, Santa Monica, CA 10/2013 – 3/2014

- Composed and edited pitches to blast to media outlets
- Compiled and updated categorized and brand-specific media lists by researching various relevant blogs
- Strategized social media outreach for clientele via Hootsuite and generate 20+ tweets each week per account
- Published weekly industry-specific blog posts via WordPress

Much and House Public Relations, Lifestyle PR Intern, Los Angeles, CA 06/2013 – 09/2013

- Organized and updated media lists by researching relevant outlets using Vocus
- Researched press coverage of clients and created press clippings via Adobe Photoshop and Acrobat
- Drafted posts for social media platforms, including Facebook and Twitter
- Pitched to various media outlets to secure press coverage for clientele

Style Media Group, Editorial Intern, Folsom, CA 07/2010 – 01/2011

- Performed thorough copy-editing for *Style Magazine's* 3 regional monthly publications via Adobe InDesign
- Composed columns about local events and food reviews and coordinated with loyal advertisers for inclusion in copy

LEADERSHIP & INVOLVEMENT

UCLA Student Alumni Association, Marketing Director of Recruitment 05/2013–Current

- Organize a series of workshops that engage and integrate roughly 30 new members into the 100-member association

UCLA Homecoming Committee, Public Relations 01/2012 – 11/2013

- Coordinated a week of events including a festival and fundraiser which raised \$8,000+ for UCLA non-profit UniCamp

Chi Omega Sorority, Assistant to Executive Board 01/2013 – 12/2014

- Helped organize philanthropy event "Wings for Wishes" that raised \$5,000+ for Make-A-Wish Foundation

SKILLS & AWARDS

Skills: Adobe Photoshop, InDesign, CisionPoint, Critical Mention, Vocus, Wordpress, Copy Editing, Strategic Social Media
Awards: UCLA Recognition Award, 2011; Chi Omega Academic Scholarship, 2013; Dean's Academic Honors, 2013

EDUCATION

University of Southern California, Los Angeles, California
Bachelor of Science, Business Administration, Concentration in Marketing
Cinematic Arts Minor

May 2015

WORK EXPERIENCE

Universal Studios, Universal City, California

September 2014-December 2014

Partnerships & Licensing Intern

- Created partnership briefs of companies that Universal could integrate their marketing campaigns with.
- Identified brand partnership opportunities while providing coverage on future Universal film scripts.
- Researched opposing brands and created competitive analysis reports of their marketing strategies.
- Compiled data regarding the social media presence of Universal's leading film franchises.

Participant Media, Beverly Hills, California

June 2014-August 2014

Social Media Marketing Intern

- Curated content on social networks daily including posts with over 12,500 engagements.
- Designed and shared graphics/video content expanding our presence to new social networks.
- Managed social media accounts, seeding content that on average had over 223,500 views per month.

Anchor Bay Entertainment, Beverly Hills, California

June 2014-August 2014

Marketing Intern

- Assembled marketing one-sheets and decks for The Weinstein Company's home entertainment releases.
- Procured key art and clips for content that would be used in our future publicity materials.

AdmitSee, Los Angeles, California

February 2014-May 2014

Marketing Intern

- Promoted AdmitSee as a brand ambassador through targeted social media tactics and sweepstakes.
- Investigated various publications and created media contact lists for press outreach and campaigns.

Electus, West Hollywood, California

July 2013-October 2013

Marketing Intern

- Wrote reports analyzing potential corporate brand partners for Electus's television shows.
- Assisted in creating brand integration decks on PowerPoint which were pitched to clients.

PROJECTS

FOX Sports University, Los Angeles, California

September 2013-December 2013

Team Member

- Composed an integrated marketing campaign raising awareness for the LA Kings and the Anaheim Ducks.
- Presented a complete integrated marketing campaign to the top executives of Fox Sports West.

SKILLS

- Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook)
- Professional experience in Social Media (Facebook, Google +, Instagram, Tumblr, Twitter, & Vine)
- Professional Adobe Marketing Cloud experience and Adobe Photoshop experience