

# Kathryn Poole

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## EXPERIENCE

**Artists First**, Los Angeles, CA — *Assistant to a Manager*

FEBRUARY 2023 - PRESENT

- Manage the schedule and phones for a literary manager with 30+ clients in the U.S. and the U.K.
- Collaborate on notes for client scripts and treatments
- Research and compile lists of potential buyers
- Pitch potential projects and clients

**Lionsgate**, Santa Monica, CA — *Executive Assistant*

JULY 2022 - FEBRUARY 2023

- Coordinated for the President and EVP of International Television & Digital Distribution
- Executed SVOD tracking and script coverage for potential international co-productions

**Rebelle Media**, Remote — *Covering Coordinator/Development Intern*

JANUARY 2022 - APRIL 2022

- Performed assistant duties for the CEO and Director of Development of a female-driven production company
- Evaluated ongoing projects through script notes
- Created grids and managed all internal documents

## EDUCATION

**Emerson College**, Boston, MA — *B.A. Media Arts Production*

SEPTEMBER 2019 - MAY 2022

Minor in Psychology

**Franklin University Switzerland**, Lugano, Switzerland — *Semester Abroad*

AUGUST 2020 - DECEMBER 2020

## SKILLS

Final Draft  
Arc Studio  
Google Drive Suite  
Microsoft Office Suite  
InEntertainment  
Concur  
Outlook  
Zoom  
Canva  
Dropbox

## PROJECTS

### BE NATURAL

Creator/Co-Host  
*A podcast featuring stories from badass women, both past and present*

[Link to Episodes Here](#)

<https://bit.ly/3UfYlj8>