

Kaitlin Purcia

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Education

Hofstra University

Bachelor of Science in Video/Television and Business

Minors: Marketing & Integrated Media (PR, Journalism, Mass Media)

Cumulative GPA: 3.43

Major GPA: 3.7

Hempstead, NY

Expected May 2017

Honors and Achievements

- Dean's List Fall 2013/Spring 2014/Spring 2016
- Lambda Pi Eta Nation Communications Honor Society Fall 2015-Present
- Zeta Phi Eta Communications Pre-Professional Fraternity Spring 2015-Present

Work Experience

First Presidential Debate 2016 - NBC News

Hempstead, NY

National Media/ Production Assistant Volunteer

Sept 2016

- Aided in the technical set up of different broadcast equipment
- Collaborated with producers to prepare for political dignitaries

Raw Travel TV

New York City, NY

Intern

Sept 2016- Present

- Assisted in production coordination, research, travel planning, and reviewing scripts
- Marketed the show through social media and digital video production

Ladies of Laughter

Piermont, NY

Associate Producer/Intern

June 2016- Aug 2016

- Assisted in the production of all aspects of stand-up comedy shows
- Managed booking stand-up comedians as well as keeping in contact with them throughout the process

Principato-Young Entertainment

New York City, NY

Intern

Jan 2016- May 2016

- Developed script breakdowns for pilots and features
- Researched network of celebrity talent for project development

Hofstra University Technical Assistant (TA)

Hempstead, NY

- Aided students in learning Avid Media Composer software
- Instructed students on advanced studio television equipment

Sept 2015- Present

Television/Video Experience

Executive Board: Hofstra Entertainment Access Television Network

Hempstead, NY

Associate General Manager

April 2016- Present

- Directed overall network content production boosting student engagement
- Managed social media direction for network publicity

For Your Island: Hofstra Entertainment Access Television Network

Hempstead, NY

Series Coordinating Producer

Jan 2016- Present

- Oversaw development of four, biweekly television shows
- Supervised writers meeting, cast, crew, scripts, rundowns, and provide feedback on pre-produced segments

Two Weeks Notice: Hofstra Entertainment Access Television Network

Hempstead, NY

Producer

April 2015- April 2016

- Piloted original late-night television series
- Supervised writing staff, cast, crew, scripts, and rundowns

Hofstra Filmmakers Club

Hempstead, NY

Head of Pre-Production

Dec 2013- Present

- Elected as an executive board member of the pre-production team
- Reviewed scripts and provided feedback for student filmmakers

Skills

- Computer: Adobe Photoshop, Celtx, Microsoft Office (Word, Excel, PowerPoint)
- Editing: Avid Media Composer, Adobe Premiere, Final Cut Pro
- Television: Chyron, Soundcraft Si Compound 32, Ross Vision 2M Switcher, Ikegami HK 388W Camera, DSLR