

KATE DUNCAN

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RELEVANT EXPERIENCE

Social Media Assistant

Sept 2023

Louisville Children's Film Festival | Louisville, KY

- Helped manage 24-hour fundraising campaign for 2024 festival
- Created graphics and reels using Canva and video editing software
- Marketed festival mission, programs, & workshops to potential financial supporters

Talent Management Intern

June-Aug 2023

Moxie Artists | Los Angeles, CA

- Managed high influx of emails between casting, talent, agents, and major studios
- Assisted with administrative and organizational tasks
- Compiled daily pitch lists using Breakdown Express and Casting Networks

Development Intern & Reader

June-Aug 2023

Private writing team | Los Angeles, CA

- Read and evaluated novels for potential podcast adaptation
- Wrote weekly coverage, averaging 300+ pages of material a week

Development Intern

Mar-June 2023

ACE Entertainment | Los Angeles, CA

- Wrote weekly script and book coverage on tight turnaround time
- Provided research for current projects in development
- Compiled daily pop culture reports alongside team of interns

Content Creator

2014-2017

Freelance

- Edited weekly videos for self-produced YouTube channel (75,000+ subscribers)
- Negotiated brand deals with companies including Alba Botanica and E.L.F. Cosmetics
- Created video content for Seventeen Magazine (2.4 mil subscribers)
- Partnered & collaborated with AwesomenessTV from 2014-17

ADDITIONAL EXPERIENCE

Casting Director & Associate Producer

2021-Present

Freelance | Chicago, IL

- Scheduled & ran meetings, auditions, & callbacks with actors, producers, and directors
- Utilized Zoom and Eco Cast for virtual meetings and auditions
- Nominated for Best Ensemble at Premiere Film Festival 2023 with short film *Assimilation*

EDUCATION

DePaul University (Chicago, IL)

Aug 2023

BFA Film & Television, Concentration: Screenwriting

- Activities: Delta Kappa Alpha Cinematic Film Society: Member of Casting & Industry Education committees, Honors: Dean's List 2022, 2023

SKILLS

Software: Google Workspace, Microsoft Office, Adobe Suite, Video editing (Premiere Pro, Final Cut, iMovie), Breakdown Express, Casting Networks, Canva, Final Draft, IMDbPro, Slack

Other: Script/Book Coverage, Project research, Pop culture tracking, Social media marketing