
 gracecoh1@gmail.com  
 323-243-6186

## EDUCATION

### UNIVERSITY OF CALIFORNIA-LOS ANGELES

**GPA: 3.84**

*Los Angeles, CA*

*Bachelor of Arts (B.A.) American Literature and Cultures, Minor in Film Candidate (Graduated Jun 2022)*

*Relevant Coursework*

- Film Studies

## ADDITIONAL SKILLS

I am a Nationally ranked figure skater, a 2x Regional Champion, and a Sectional Competitor. I developed concentration, strong work ethic, and perseverance to meet personal goals. I have the ability to take criticism and I am very self-motivated and detail-oriented. I am an extremely determined person and I am ready for any challenge thrown my way.

Host of UCLA Comedy Podcast

UCLA Shenanigans Comedy Club sketch writer and performer

Proficient in Final Draft, Microsoft Offices, Windows, Discord and iOS Google: Sheets, Docs, Drive

Can type 90 words per minute.

## COMEDY AGENT'S ASSISTANT

*WME (William Morris Endeavor), New York, NY / July 2022 - Present*

- Assistant to high-volume Partner in the Comedy Touring department.
- Compile data for all client tours including schedules, ticket sales and payments.
- Track, cover and review potential comedic talent.
- Coordinate across departments, including Finance, Motion-Picture and Digital.
- Create, issue, and review contracts for all client appearances.
- Organize and schedule meetings and calls.
- Facilitate administrative duties such as prepare and update all client materials and compile research data.

## SPRING DEVELOPMENT INTERN

*Captivate Entertainment, Los Angeles, CA / Mar 2022 - May 2022*

- Perform script/book coverages.
- Research digital publications for interesting stories to be adapted into television series or feature films.
- Compile recent news data to be reviewed by head executives for creative materials.
- Assist in daily production tasks.

## EXECUTIVE PRODUCER

*Figure Blast Comedy Show, Los Angeles, CA / Feb 2022 - Present*

- Lead all pitch meetings for the show.
- Organize and review jokes, monologues and data to be developed for the show.
- Collaborate with comedians to write the script for each show.
- Calendar meetings, show shoot dates, and show premiere dates.

## MEMBER OF "COMPANY"

*UCLA Spring Sing National Showcase, Los Angeles, CA / Feb 2021 - Present*

- Member of the comedy troupe "Company" that hosts the UCLA Spring Sing National Showcase.
- Write comedic sketches to be performed during the show for audience of over 10,000 people.
- Collaborate with members to create a structure for the show to keep audiences entertained, engaged, and thoroughly amused.
- Perform, shoot, and direct original comedic sketches and promotional videos for the show.

## SUMMER DEVELOPMENT INTERN

*Ish Entertainment, New York, NY / Jun 2021 - Aug 2021*

- Research content for the Development Department.
- Compile creative materials via Google Docs and Drive
- Contribute to creation of unscripted show concepts.
- Developed original pitch materials, including one sheets and decks.

## SPRING INTERN

*TEXAS CREW PRODUCTIONS, Austin, TX / Dec 2020 - Mar 2021*

- Help departments perform creative tasks for digital and linear projects.
- Assist in daily assignments of the development and production teams, typically researching new content for developing shows.
- Compile data via Spreadsheets.
- Assist in creative development, creating pitch ideas for possible T.V. shows.

## SUMMER INTERN

*Slater Brothers Entertainment, Los Angeles, CA / Jun 2020 - Aug 2020*

- Researched independent films for development.
- Compiled spreadsheets which included a list of films, production companies, director/producer/writer contact information, and descriptions of researched films.

