

# Katy Erin Poulter

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## EDUCATION

**University of Texas at Austin**  
*Bachelor of Science, Radio Television Film*  
GPA: 3.02

May 2012

## LEADERSHIP EXPERIENCE

### **The University Theatre Guild**

Fall 2008 - Present

#### *Vice President*

- Handled all risk management issues to provide a safe social environment
- Designed and maintained the website to promote the organization
- Coordinated community service efforts such as performances at elementary schools

#### *Publicist*

- Organized all advertising efforts for four total theatrical productions
- Maintained order and peace within the guild as an officer

#### *Theatre Director*

- Directed a troupe of over twenty college students to present a theatrical production
- Won the award for Best Director of the semester by a vote of the guild

#### *Stage Manager*

- Managed a crew of college students to handle technical aspects of a theatrical production
- Won the award for Best Stage Manager of the semester by a vote of the guild

### **Narrative Production For Film Course**

Fall 2010

#### *Film Director*

- Organized and managed multiple casts and crews to produce a total of three short films
- Directed actors of all ages to seek the best performances for the screen

## WORK EXPERIENCE

### **Mandate Pictures**

Summer 2011

#### *Creative Development Intern*

- Assisted creative development staff with script coverage, analysis, and research
- Performed general clerical duties including transferring calls, running errands, greeting guests

### **Center for Teaching and Learning**

Summer 2010 - Present

#### *Student Technician*

- Assisted University of Texas faculty and students in educational video production
- Created web and animation products to be used by faculty for use in the classroom

### **Sharpshooters Video Production**

Spring 2010 – Spring 2011

#### *Videographer; Editor; Sales*

- Shot and edited high school sports events, dance competitions, bah mitzvahs, etc.
- Maintained professional demeanor around students and their parents and families

### **Division of Instructional Innovation and Assessment**

Summer 2010

#### *Digital Media Intern*

- Learned Adobe Creative Suite, computer animation, web coding and video production
- Assisted UT faculty with educational projects incorporating these skills

## SKILLS

Windows and Mac Operating Systems	Adobe Creative Suite	Writing Analysis	Customer Service
Hypertext Markup Language (HTML)	Microsoft Office Tools	Video Production	Conversational French
Stage and Film Acting	Cinematography	Social Media	Autodesk Maya

*References Available Upon Request*