

## CONTACT

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🌐 [carolinekoonce.com](http://carolinekoonce.com)

## SKILLS

- Scheduling
- Office management
- Rolling calls
- Note-taking
- Script coverage
- Communication skills
- Problem solving
- Creative research
- Client contact
- Project tracking

## SOFTWARE

- Adobe Suite
- Google Suite
- Microsoft Office Suite
- WriterDuet
- Final Draft

## AWARDS

- 3rd Place Prize Winner,  
Camera Ambassador  
Community Builders Grant
- Semifinalist, Screencraft Film  
Fund Fall 2023
- Indie Horror Film Festival,  
Best Writing Nomination
- Spring HorrorHound Film  
Festival, Official Selection

# CAROLINE KOONCE

## EDUCATION

DePaul University, Chicago, IL

2019 - 2023

Bachelor of Fine Arts in Comedy Arts

- Dean's List Award - 3.9/4.0 gpa

## WORK EXPERIENCE

Zero Gravity Management, Los Angeles, CA

Development & Management Intern

09/2022-11/2022

- I worked under the INSPIRE script development department to cover scripts and process, evaluate, improve upon, and assist in the final call of the projects that moved through the department. I then graduated to doing comprehensive script analysis (60+ questions). I also rolled calls, organized schedules, polished client portfolios & helped redesign sections of the company's below-the-line website.

The Kennedy/Marshall Company, Los Angeles, CA

Development Intern

09/2022-11/2022

- I worked with a narrative development team to cover selected scripts, suggest ways the script could improve, and help to make a judgement call on whether or not the script will be moving forward in the development process. I also assisted in scheduling & rolling calls.

3AM Thoughts Productions, Chicago, IL

Associate Producer

05/2022-05/2023

- Assisting in fundraising, scheduling, budgeting, hiring, reviewing submitted content, and sorting through various logistical concerns for an independent woman-led film production company. I also assisted various producers directly.

Screenwriter & Director

01/2021-Current

- Writing, directing, producing, casting, financing, and distributing four short films, two independent and two student. My films have played at multiple film festivals across the country, won government-sponsored grants, received financing from media investment firms, and have been nominated for several awards.
  - Killing Time (independent) - Post-production
  - In Plain Sight (student) - May 2023
  - In Your Dreams (student) - March 2022
  - Until Sunrise (independent) - September 2021

Stage Comedian

05/2020-Current

- Writing, revising, editing, producing, directing, rehearsing, and performing original & pre-existing works of live comedy.
  - CHIP Chats - November 2021-September 2023
  - Sketchy as Hell - March 2022
  - MessFest Comedy Festival - November 2021-January 2023