

KAREN SHANTZ



CONTACT ME

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EDUCATION

Catholic University
GPA 3.8: Magna Cum Laude
Bachelor of Music in
Musical Theatre

Second City
Conservatory and Sketch
Writing Programs

LA Valley College
Anticipated Graduation: 2024
Associates in Media Arts:
Producing

SELECTED EXPERIENCE

Development Intern 2024-present

Motion Picture Corporation of America

- Provide coverage of new scripts and films
- Admin work/roll calls/covering desks

ORIENTATION FACILITATOR/VIP TOUR GUIDE 2023-Present

Universal Studios Hollywood

- Lead orientation of new hires for Universal Studios Hollywood
- Office assistant in the office of Learning and Organizational Development
- Delay send emails/scheduling/covering desks/roll calls/cold calls
- Deliver quality and consistent tours of the Universal Backlot, maintaining vast knowledge of the history of Universal and current Universal IP

SIMULATION SPECIALIST 2021-Present

Mursion

- EQ training with corporate clients
- Maintain calendar and schedule in fully remote environment
- Communication skills, independent admin work, billing and invoicing

DIRECTOR/PA 2022-2023

ReelArc Burbank

- Work with clients to create professional quality reel footage on set
- Knowledge of Red Komodo camera

STANDARDIZED PATIENT 2018-2022

University of Maryland Baltimore

Uniformed Services University

- Administrative assistant support in a higher-ed academic office
- Covering desks/rolling calls multiple line phones
- Facilitate professional development simulation with faculty
- Focus on ensuring students' compliance to regulatory interview skills
- Maintain HIPAA confidentiality and discretion

DEVELOPMENT INTERN 2017-2018

Red Branch Theatre Company

- Administrative assistant to regional theatre in Baltimore/DC area
- Drafted and revised contract agreements for new talent showcase
- Calendar and scheduling for theatre administration/Event planning
- Covering desks/rolling calls multiple line phones/Advanced Excel Work

COLLEGE PROGRAM INTERN 2016-2017

Walt Disney World

- Upheld the Disney customer service standards
- Maintained working knowledge of Disney IP
- Disney University Courses: Disney Heritage and Disney Entertainment Show Production Professional Development

RELEVANT WORK

SOCIAL MEDIA MANAGER 2021-2022

Commonwealth Shakespeare Company Alumni

- Volunteer position to engage with alumni of Commonwealth Shakespeare Apprentice program

SKILLS AND PROFICIENCIES

Content Creator/Producer: Host of HomeWork Podcast, Sketch Saturdays on personal IGTV @karen_shantz; **Video Production/Editing:** Filmora, iMovie; **Computer Proficiencies:** Google Suite, Microsoft Office Suite and Teams (Word, Excel, Outlook, PowerPoint, PowerBI), Canva, Slack, 85 wpm, basic SEO Hosting: virtual webinar hosting over Webex and Zoom