

PROFESSIONAL PROFILE

In my career I've worked on a number of high-end features and series, including Mad Max: Fury Road, Paddington, Hanna (Amazon) and The Capture (BBC).

I hold a Bachelor of Laws (LLB) (1st Hons) and a Bachelor of Arts from The Australian National University.

I'm also a screenwriter represented by Sarah Williams at Independent Talent.

EXPERIENCE

NBCUNIVERSAL INTERNATIONAL STUDIOS

Development Director, Scripted 03/2021 – Current

- Accountable for driving the execution of the studio's slate goals across a range of series inc: Hanna (Amazon), The Capture, Everything I Know About Love (BBC).
- Championing projects from script stage through to production, including casting and director searches, providing notes on rough cuts, pitch decks and series bibles.

Development Manager, Scripted 01/2018 – 03/2021

- Partnering with Development teams at Carnival, Working Title and Heyday TV to optimize development output and position series for market success.
- Assessing inbound projects and making recommendations on submissions.
- Cultivating talent relationships with writers, producers and agencies.
- Working with book scouts and literary agents to option IP to adapt to series.

International Development Coordinator 12/2015 – 12/2017

- Script assessment, viewing cuts and preparing creative coverage for the President on key series launches inc: Gypsy (Netflix), London Spy (BBC), Glitch (ABC), Secret City (Netflix), GONE (RTL), Downton Abbey (Focus Features).
- Preparing high quality research profiles on buyers, talent and production entities.
- Organizing Creative Board Meetings, screenings and executive events as directed.
- Day-to-day administration of the President's office; including screening calls, scheduling, filing, inbox management, expense reporting and travel planning.

UNIVERSAL PICTURES

Legal Coordinator – Productions & Acquisitions 05/2015 – 12/2015

- Supporting the SVP in the timely management of Universal Picture's greenlight process.
- Tracking active matters in litigation & production, managing deal allocation & schedules.
- Overseeing external legal spend/budget, liaising with contracted law firms and Finance.
- Supporting senior management in the preparation of presentations and contract review.

FRAMESTORE

Assistant to the Film MDs

07/2014 – 03/2015

- Coordinating scripts, storyboards, reels and asset material for the Film MDs, Fiona Walkinshaw & Matt Fox on Paddington, The Jungle Book, Everest, Jupiter Ascending.
- Managing press activity for the Head of Visual Effects following *Gravity's* Oscar success.
- Drafting sales prospect updates & timelines for the CEO & taking minutes in sales meetings.
- Drafting production updates from shows in post; liaising with producers, artists, and editorial.
- Acting as a principal point of contact for client/studio engagement on new projects.

42 MANAGEMENT & PRODUCTION

Development & Production Intern

06/2014

- Production assisting on *Collide*, *The Autopsy of Jane Doe* & *The Other Side of the Door*.
- Pre-Production duties including location scouting and asset management prior to shoot.
- Writing coverage and book reports for the Head of Development, Claudia Yusuf.
- Assisting producer Rory Aitken with various office administration and reception cover duties.

KENNEDY MILLER MITCHELL FILMS

Production Assistant - *Mad Max: Fury Road*

1/2013 – 05/2014

- Supporting cast, crew and production departments with various on/off-set duties.
- Overseeing rushes/dailies, as well as distributing call sheets and script revisions.
- Purchasing and cataloguing production assets (props, vehicles, art & tech).

PARLIAMENT OF AUSTRALIA

Administrative Associate

12/2008 – 12/2012

- Editing & publishing online press releases for Government, Opposition and foreign officials.
- Contributing to corporate activities including current policy research and archive projects.
- Monitoring and updating legislative developments as well as cataloguing Parliamentary debates during sitting periods.

AMNESTY INTERNATIONAL NEW YORK

Intern

01/2011 – 07/2011

- Tracking the development of deferred financial gifts & bequests from wills & personal trusts.
- Data management - reorganizing the donor directory and contact database.
- Drafting research profiles/memos for Director Jill Wasserman in preparation for upcoming conferences and meetings.

Education

Australian National University

2008 – 2013

LLB (Hons) Bachelor of Laws
1st Class Honours

BA Bachelor of Arts
Double Major in Sociology & Political Science with High Distinction

REFERENCES

Available upon request.