# Erin R. Albus

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## EDUCATION

Desales University, Center Valley, PA — January 2026 – Present
**Master of Fine Arts: Creative Writing**

Magid Producer Academy, **Online Magid Institute Workshops** — 2021
- Producing for the Morning Viewer, Tease Writing, Solving Producer-Anchor Conflict, 5 Things Successful Producers Must Do Today, Conversational Writing, Writing That's Clear, Compelling, and Conversational, It's LIVE Television – See It Now, Making The Most of Monitors and Video Walls, Winning Breaking News

Gettysburg College, Gettysburg, PA — Bachelor of Arts: December 2020
Major: **Cinema and Media Studies**, Minor: **Writing** — **Summa Cum Laude** GPA: 3.9

CIEE **Open Campus, Berlin Germany** — Spring 2020
Courses: Grimm's Fairy Tales, Writing Berlin Stories, Internship Seminar, Berlin Cinema, and Media, Gender, and Identity

## PORTFOLIO

- https://erinralbus.journoportfolio.com

## SKILLS

- Copywriting
- Script Writing
- Editing
- WordPress
- Canva
- Video Editing
- Social Media Management
- Premiere
- Proofreading

## FREELANCE

- **Freelance Kids' TV Show Pitch Submission**, Remote — March 2024
  - Submitted original, creative animated show idea to Blue Zoo Studios during a young creator contest
  - Pitch included a detailed breakdown of plot and characters based on the Muses from Greek Mythology
- **Freelance Script Writer,** Remote — October 2023 – February 2024
  - Translated memoir into feature length screenplay
  - Created outline to capture vision of intertwining timelines in script
  - Consulted and collaborated with original author to fulfill his vision
  - Revised script to incorporate author's thoughts and ideas into a cohesive and polished signal product
- **Freelance Kids' TV Show Pitch Desk Submission**, Remote — September 2022
  - Submitted original pitch deck for an animated show to Nickelodeon
  - Pitch deck included tone, character profiles, world building, logline and overview, and first five episode springboards

## PROFESSIONAL CREATIVE EXPERIENCE

- **Department Specialist, Alumni Relations, Lafayette College,** Easton, PA — August 2025 – Present
  - Serve as frontline for all alumni requests in person, on phone, or via email to ensure smooth operations and ensure alumni satisfaction
  - Manage alumni registrations for events and maintain database of attendance
  - Create nametags for events while ensuring preferred names are prioritized and maiden names are included
  - Provide support for to twelve professional staff while maintaining daily workload
  - Continue to serve as DSO for International Student population
  - Update student records in SEVIS
  - Write Social Security Number Letters for students to receive an SSN
- **Social Media Coordinator, Stone Hedge Farm,** Remote — March 2025 – Present
  - Write and post to Instagram and Facebook to increase followers and to attract clientele
  - Take images provided by management and interpret into more creative copy to showcase products, promotions, and creative landscaping ideas
- **Office Coordinator and DSO, Intercultural Development, Lafayette College,** Easton, PA — March 2023 – August 2025
  - Coordinated with staff for events and meetings to support identity celebrations, campus pride programs, and to raise awareness of the challenges and opportunities for students from underrepresented and marginalized identities
  - Designated School Official for International Students on F-1 Visas
  - Developed and authored a weekly newsletter about upcoming events
  - Conceptualized and built identity-based booklets to serve as campus and community resources for students
  - Created social media posts to raise awareness and drive attendance for events
  - Utilized Canva to design posters and flyers for events
  - Helped plan and execute programs surrounding DEI to foster an inclusive environment
  - Trained to administer *5 Paths to Leadership* assessment

- **Producer/Copywriter, 9&10 News,** Cadillac, MI August 2021 – August 2022
  - Timed each show to ensure prompt start and end times for prime time 5:00pm news broadcast
  - Promoted from 7:00pm and 10:00pm shows to 5:00pm newscast in 3 months
  - Produced three daily shows and filled in for other shifts, as needed
  - Changed show on the fly based on breaking news or urgent community updates
  - Stacked the news broadcast according to priority and importance of breaking news from AP wire
  - Wrote and edited daily scripts for Anchors live shows according to individual style and presentation preference
  - Communicated with Reporters during broadcasts to coordinate stories and live shots
  - Edited videos received from CNN and Fox News for B-Roll during VO sections
- **Script Intern/Consultant, Lucky Uncle Productions,** New York, NY June 2020 – Jan 2023
  - Assisted with script coverage of short and feature length scripts
  - Created shooting schedules for productions, ensuring there were no conflicts with actors
  - Developed shot lists for productions
  - Supported short film as Associate Producer on "The Proposal"
  - Looked over budgets to see where improvements could be made to save money
  - Attended production meetings to help with filming logistics
  - Read scene descriptions in script read throughs
- **Content Writer, Now Sourcing**, Virtual Winter 2021
  - Ghost wrote 300-700 word articles for different audiences based on infographics
  - Wrote a total of 20 of published articles about automobiles
- **Editorial Intern, StartupTV,** Berlin, Germany Spring 2020
  - Researched and wrote articles about tech startups following APA guidelines
  - Created and edited short videos using Premiere Pro to highlight up and coming startups
- **General Contributor, BLENDtw,** New York, NY Spring 2020
  - Researched and wrote SEO articles that focus on human interest stories
- **Associate Producer, Wonderama,** New York, NY Summer 2019
  - Scouted, contacted, and booked new talent
  - Drafted dialogue and bumpers for talent Coco and Breezy
  - Edited closed captioning for past episodes using REV.com
  - Helped construct and paint Wonderama set
  - Acted as Production Assistant during filming of Season 4
  - Worked with the screenwriter to write script for Season 4
  - Assisted host David Osmond with questions about script

**PROJECT EXPERIENCE**

- **Stage Manager, Main Stage Performance**, Gettysburg College Spring 2018
  - Managed all aspects of college production of *A Map of Virtue*
  - Communicated Director's wishes to designers, crafts people, and actors
  - Kept track of all blocking
  - Tracked safety issues and adhered to labor laws with regards to breaks, etc.
  - Set all stage props and spiked the stage before each show
  - Called cues and fed lines to actors during practice and performance
- **Performer, People Project**, Gettysburg College 2018
  - Selected through audition process
  - Read a personal narrative as an exploration of the people of Gettysburg through written word

**OTHER EXPERIENCE**

- **Office Assistant Work Study, Theater Department**, 6-15 hours/week, Gettysburg College 2017 – 2020
  - Provided administrative support to Theater Department staff during academic year
  - Developed creative fliers to remind student workers to submit timesheets
  - Created programs for college productions using Microsoft Word