

Erin R. Albus

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EDUCATION

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

- Premiere
- iNews
- Xpression
- Streamline
- WordPress
- Social News Desk
- Field59
- Copywriting
- Script Writing
- Editing
- Proofreading
- Content Writing
- Video Editing
- Creative Writing

FREELANCE

- **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

PROFESSIONAL CREATIVE EXPERIENCE

- **Office Coordinator, Intercultural Development, Lafayette College, Easton, PA** March 2023 – Present
 - Coordinate 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
 - Create logos and stickers for OID branding and promotional materials
 - Create social media posts to raise awareness and drive awareness for events
 - Use Canva to design posters and flyers for events
 - Write copy and marketing materials for events
 - Help plan and execute programs surrounding DEI to foster an inclusive environments
 - 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
 - Created last minute bits when shows ran short or over
 - 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
 - Created and ran CGs
 - Produced three daily shows and filled in for other shifts, as needed
 - Communicated with Reporters during broadcasts to coordinate stories and live shots
 - Edited videos for shows
- **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 logistics of filming
 - Read scene descriptions in script read throughs

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- **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, BLENDtv, 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

- **Video Production Class, Gettysburg College** Spring 2019
 - Wrote, produced, edited, and provided dialogue for final video project with classmate
 - <https://www.youtube.com/watch?v=kojqQc6W3xc&feature=youtu.be>
- **Media and Cultural Studies Class, Gettysburg College** Fall 2018
 - Wrote, produced, edited, and provided dialogue for final video project entitled “Theory for the People: Saussure”
 - <https://www.youtube.com/watch?v=tTjW92ugoeA>
- **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
 - Developed creative fliers to remind student workers to submit timesheets
 - Created programs for college productions using Microsoft Word