

# Victoria Skarupski

## CONTACT



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Las Vegas, NV

## EDUCATION

### MASTER'S DEGREE

Writing for Dramatic Media  
University of Nevada, Las Vegas

### BACHELOR'S DEGREE

Film  
University of Nevada, Las Vegas

## SKILLS

- Adobe Premiere, Acrobat
- Microsoft Office, Excel
- Google Docs
- Final Draft
- Asana
- Slack
- Yamdu

## INTERESTS

Storytelling, Video games, Baking,  
True Crime documentaries, and  
Candle-making.

## PROFILE

Previously specializing in script writing, running film sets, and navigating the filmmaking industry. Currently looking for an opportunity to utilize and expand my marketing skill set in an office setting.

## EXPERIENCE

### PART-TIME ASSISTANT

*TOM THE AC GUY | LAS VEGAS | DECEMBER 2024 - CURRENT*

- Writes copy for print ads and other digital advertisements
- Designs and manages Tom The AC Guy website
- Supplies office materials and caters food for weekly company meetings
- Cleans and organizes office space

### COPYWRITER INTERN

*B&P ADVERTISING | LAS VEGAS | JUNE 2024 - SEPTEMBER 2024*

- Wrote copy for print ads, e-blasts, testimonials, and creative campaigns
- Performed edits, proofreading, and revisions of digital advertisements
- Completed breakdowns of creative briefs
- Collaborated with fellow writers and learned how to give tangible feedback

### INSTRUCTOR

*UNIVERSITY OF NEVADA, LAS VEGAS | LAS VEGAS | AUG 2021 - MAY 2024*

- Lectured Intro to Screenwriting courses for four semesters
- Assisted Professors with classes, grading of coursework, presentations, and classroom activities
- Reviewed, revised, and provided feedback of full length scripts
- Aided students with their short film projects

### LINE PRODUCER

*RIOT IN BLOOM FEATURE FILM | LAS VEGAS | JUNE 2022 - DEC 2022*

- Managed budget, crew deals and set insurance
- Secured and managed film locations
- Booked crew members
- Arranged production schedules
- Facilitated point of contact between student crew members and professional crew members