

# Anna Barlotta

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## EDUCATION

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### TEMPLE UNIVERSITY

Bachelor of Arts  
Major in Film & Media Arts, Concentration in Producing  
Cumulative GPA: 3.82

Philadelphia, PA  
Aug 2020 - May 2024

## INDUSTRY EXPERIENCE

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### FABEL ENTERTAINMENT

TV Development Intern

Los Angeles, CA  
Jan 2024 – Apr 2024

- Generated in-depth script coverage, breakdowns, and consultation for pilot scripts.
- Prepared and pitched potential show concepts to the VP of Development based on existing IP.
- Assembled daily newsletters based on industry trades, distributed companywide.
- Attended weekly development meetings and took detailed notes on material discussed.

### AMBITIOUS, LLC

Casting & Production Intern/Set PA

Philadelphia, PA  
Jan 2023 – May 2023

- Web Series - A Sundance Institute Fellowship Project
- Posted casting calls on casting databases, tracking all talent, and ensuring talent is properly booked.
- Assembled and distributed notes from production meetings between department heads and showrunner.

### AMAZON STUDIOS

Temporary Office Production Assistant

Harrison, NJ  
Jun 2022

- Ran errands for the Office Production Coordinator as a day player.
- Communicated and relayed messages within the production team.

## PROFESSIONAL EXPERIENCE

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### ENCORE ENERGY GROUP

Administrative Assistant

Pine Brook, NJ  
Aug 2023 – Present

- Answer all incoming calls and emails from prospects and clients, managing scheduling company-wide.
- Manage purchasing and deliveries for on-site job materials, including company inventory.
- Assist in other tasks as needed, including marketing outreach, project proposals, invoicing, expense reports, and contract reviewing.

### KIMMERLE GROUP

Seasonal Administrative Assistant

Morristown, NJ  
Jun 2022 – Aug 2022

- Answered all incoming calls and emails from prospects and clients, and relayed internal messages accordingly.
- Managed and organized the internal fabric database based on designer's needs.
- Maintained close external communication with distributors and vendors, ensuring positive client relationships.

## ACTIVITIES

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### DELTA DELTA DELTA FRATERNITY

Director of Recruitment Events

Philadelphia, PA  
Apr 2022 – Mar 2023

- Planned and executed a 5-day recruiting event, including decor, member education, and craft services, while leading a chapter of over 90 individuals to recruit over 30 potential new members.

## SKILLS & INTERESTS

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Script Coverage, Script/Character Breakdowns, Grids, Pitch Decks, Scheduling, Research, Heavy Phones, Office Management, Microsoft & Google Suites, Storytelling, Adaptability, Organization, Time Management, Confidentiality, Reading