

Halle Katz

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SUMMARY

Producer with a strong background in management and marketing with a proven track record of creative problem solving, strategic decision-making, and topline organization.

EDUCATION

Boston University's College of Communication

M.S. in Television, January 2026

3.97/4.0 GPA

Bentley University

B.S. in Marketing & Liberal Studies, May 2024

3.92/4.0 GPA

FREELANCE PRODUCING

308b Productions | Montclair, NJ

January 2026 – Present

Lead Producer "Maria" Short Film

- Currently in post-production, responsible for administrative paperwork, budgeting, and scheduling
- Managed on-set operations and logistics for film locations, ensuring a smooth day-to-day production workflow and a positive relationship with all department heads

Real World Productions | Boston, MA

January 2025 – May 2025

Producer (For Boston University's in-house production company)

- Produced promotional videos on time and under budget for a K-8 public charter school's diverse stakeholders
- Responsible for location and production management, scheduling, client communication, etc.

WORK EXPERIENCE

Trivia Revolution | Boonton, NJ

January 2026 – Present

Trivia Host, Part-time

- Manage live event flow, maintaining a fast-paced and organized show environment
- Host high-energy weekly live events, engaging audiences of 20–100+ participants

National Routing & Distribution | Elizabeth, NJ

January 2026 – Present

Office Assistant, Part-Time

- Organize shipping documentation and transaction records, ensuring accurate tracking
- Input shipment data entry using a company-specific logistics database, maintaining detailed records and to eliminate information gaps across departments

INTERNSHIP EXPERIENCE

Project X Entertainment | Los Angeles, CA

September 2025 – December 2025

Development Intern

- Assessed 46 screenplays, books, and pilots for PXE and its joint venture with Radio Silence
- Wrote coverage reports detailing synopses, character development, and brand alignment

American High | Liverpool, NY

January 2025 – May 2025

Development Intern (remote)

- Assessed 29 screenplays (comedy, coming-of-age) for originality, humor, and likelihood of success on streaming (Hulu & Netflix)
- Wrote script coverage reports with summaries, strengths, weaknesses, and justifications

SKILLS

- Video & Audio Production, Microsoft Office, Google Suite, Apple iWork, Canva, iMovie, Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Acrobat), Movie Magic Scheduling/Budgeting, Speechify, all Social Media Platforms, WordPress, SEMRush

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- Understand client objectives and KPIs to align event strategies.
- Develop Scope of Works when needed to define project deliverables.
- Manage projects within timelines and budgets. XX
- Maintain profitability by monitoring budgets and staff hours. XX
- Collaborate with internal teams on event materials and deadlines. XX
- Create and manage event budgets to meet profit goals. XX
- Mentor junior team members and foster professional growth. XX
- Address client issues quickly and effectively. XX
- Identify growth opportunities within existing clients. XX
- Ensure high-quality execution of all client and agency projects. XX
- Travel as needed for on-site event management and client meetings.
- Oversee activation plans and post-event wrap-ups.
- Build and manage strong client relationships and expectations.
- Source venues and vendors, and negotiate contracts.
- Oversee vendor management, staffing, and on-site event logistics.

- Interest in event and experiential marketing
- Minimum 4 years of production experience
- Solid understanding of the experiential landscape
- Ability to lead projects with multidisciplinary teams XX
- Creative problem-solving skills XX
- Experience with cost estimation and project evaluation XX
- Comfortable in a fast-paced environment XX
- Proficiency in Google Suite XX
- Bachelor's degree or equivalent XX
- Strong oral and written communication skills XX
- Professional interaction with diverse stakeholders XX
- Ability to handle confidential information XX
- Meet tight deadlines and analyze situations effectively XX
- Exercise judgment and creativity in decision-making XX

While I may not yet have the exact number of years listed in the job description, my professional experience has been developed alongside a full-time academic workload. Throughout college, I consistently pursued hands-on experience by balancing marketing internships or large-scale projects each semester with a part-time role managing community service programs. In graduate school, I continued that pace while balancing a film/TV internship, part-time tutoring work, and coursework.

These experiences strengthened my ability to manage projects and coordinate across multidisciplinary teams. I have learned to adapt my communication style to different professional environments. I have experience setting KPIs, meeting deadlines, and consistently exceeding expectations in fast-paced settings. While my experience may not follow a traditional timeline, I am confident I can contribute at a high level and quickly exceed expectations in this role.