

KALAH S. KARLOFF

B.S DEGREE IN MEDIA PRODUCTION / COMMUNICATIONS AND MUSIC INDUSTRY

PERSONAL PROFILE

Candidate for a Bachelor of Science degree in Communication Studies, Media Production, and Music Industry from Northeastern University. Three years of industry experience, including Production Assistant at a television network.

EDUCATION

NORTHEASTERN UNIVERSITY

Boston, MA - December 2020

Honors: 3.94 GPA, Dean's List, Lambda Pi Eta Honors Society, Communication Studies Junior Scholar, Gideon Klein research award recipient

Activities: NUStage Musical Theater Company (Director of Outreach and Publicity, Performer)

SKILLS & INTERESTS

PRODUCTION SKILLS

Producing, Live Broadcasting, Creative Development, Scriptwriting, Digital Editing, Research, Social Media Management, Lighting, Audio Recording & Mixing, Directing, Camera Operation, Creativity, Time-management, Organization, Communication, Self-starter

TECHNOLOGY

Adobe Premiere, Photoshop, After Effects, Avid Media Composer/Interplay, Pro Tools, Microsoft Office, Google Suite, Twitter, Facebook, Instagram, TikTok, YouTube

INTERESTS

Musical Theater, Songwriting, Guitar, Dance

CONTACT INFORMATION



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WORK EXPERIENCE

SKILLMAN VIDEO GROUP

Video Production and Marketing Assistant | Boston, MA

May 2020-September 2020

- Wrote 35+ technical, research-based video production blog posts
- Assisted on set for corporate brand interviews, b-roll, BTS footage
- Produced, wrote, and edited brand video for Boston musician
- Developed compelling promotional content on LinkedIn & Facebook

WEtv (AMC NETWORKS)

On-Air Promotions Post Production Assistant | New York, NY

July 2019-December 2019

- Executed quality control checks of 10-80 promotional spots daily and delivered spots for broadcast
- Producer and writer for *Marriage Boot Camp*, Season 13 *episodic* (and editor) and *Marriage Boot Camp*, Season 14 *teaser*
- Contributed to creative team by pitching concept for a *Life After Lockup* promotional shoot, that was chosen from 10 finalists; constructed scripts and shot lists for shoot
- Fulfilled material requests & imported media to shared workspaces

BOSTON SYMPHONY ORCHESTRA

Development Events Co-op | Boston, MA

July 2018-May 2019

- Planned and coordinated events for BSO, Tanglewood, and Boston Pops, including donor events, galas, fundraisers, volunteer events, and pre-concert events
- Orchestrated collection and distribution of in-kind donations for *Company Christmas at Pops* Children's Program
- Oversaw guest check-in, printed materials, RSVPs, event invoices, and event set-up through online database, Tessitura
- Operated cameras for Holiday Pops and Symphony concerts

WMCT NEWS

News Intern & Reporter | Marlborough, MA

July 2017-November 2018

- Creatively produced, reported, and edited local news story packages for semiweekly newscast
- Uncovered breaking stories and formalized interview questions and scripts to interview and film experts at off-site locations
- Provided assistance at off-site shoots and in control room

AMERICAN INSTITUTE OF FOREIGN STUDY

Documentary Filmmaker/Editor | London, England

May 2017-June 2017

All Sold Out; A 12 minute documentary covering the disappearance of renowned London music venues

- Logged, selected, and edited footage suitable for film's purpose
- Shot B-roll; wrote and constructed a treatment, shot list, and script
- Researched relevant industry experts and booked talent