

COURTNEY V. POTTER

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OBJECTIVE

To obtain an Editorial, Producer and/or Writer position in Internet/New Media that will challenge a pro-active, results-oriented individual.

EMPLOYMENT HISTORY

Writer/Editor: "TV Best Bets," Zap2it.com/Tribune Media 2003 - 2007

Responsible for writing/editing daily column, which appeared on *Zap2it.com* and was syndicated to *Yahoo! TV* and *MSN Entertainment*. Duties included selecting the eight television programs to highlight each day, researching each show on various network press websites and creating a column that both informed and entertained. Other responsibilities while at *Zap2it* included writing Reality TV show "recaps" and building and maintaining a TV/film trivia database.

Writers' Production Assistant, Paramount Television/CBS

"BRAM and Alice"

Production Assistant, Paramount Television/NBC

"In-Laws" (pilot)

2002

Oversaw reproduction and delivery of scripts and episode cuts to Paramount and network executives, coordinated craft services for Executive Producers and writing staff, organized deliveries to cast/crew at the stage during the week and on "Tape Night", scheduled computer/office maintenance with Paramount staff.

Post Production Coordinator, FOX/Bunim-Murray

"Love Cruise: The Maiden Voyage"

2001

Responsible for overseeing show editors and editorial timelines, coordinating with runners to get needed materials (music, graphics, source tapes) to post-production house for "online" sessions and distributing show cuts to producers and cast. Other tasks included organizing final show deliveries to FOX Broadcasting, creating "Post bible" archives and wrapping out the finished production.

Production Coordinator/Writer, HelloMabel.com

2000

HelloMabel.com was among the first websites to utilize streaming digital video. Responsibilities included maintaining the database of 200-plus video greeting cards, compiling film background information for clearance, writing cards for various holidays/celebrations and editing in-house card compilation reels.

QUALIFICATIONS

- Flexible team player with high attention to detail and superior follow-through. Ability to work with minimal supervision. Able to deal with demands of a fast-paced, high-pressured creative environment.
- Exceptional people skills.
- Computer skills include MS Word, MS Excel, FileMakerPro; working knowledge of HTML, Dreamweaver and Adobe Photoshop; digital online editing experience on Final Cut Pro and iMovie; PC and Macintosh familiarity.
- Internet savvy.
- Activities include performing in regional/community musical theatre; volunteering in the community.

EDUCATION

1994 – 1998

Bachelor of Arts in Film and Digital Media
UC Santa Cruz - College Honors

REFERENCES

Available upon request