

Roxanne Benjamin

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EDUCATION

Carnegie Mellon University (Grad: May 2009)	Master Entertainment Industry Management
Belmont University	BA in Visual and Performing Arts/Creative Writing
Universite Catholique de l'Ouest Angers, France	Intensive French Language Study
University of Limerick Limerick, Ireland	Irish Studies/Creative Writing
University of Pittsburgh	Creative Writing/Theater Studies

EMPLOYMENT

DC Comics Creative Affairs-Development Intern Jan-May 2009

- Provided coverage of all incoming writer specs and submissions
- Maintained in Entertainment database with new and ongoing projects, clients, etc.
- Researched producers, directors & writers for possible collaboration
- Read new & old comics from DC library to distinguish "Properties to Pitch"

Paramount Vantage-Acquisitions Intern Feb-May 2009

- Analysis of scripts and shorts/features
- Database entry and various production tracking lists maintenance/online research
- Coverage of assistant desks on as-needed basis

Focus Features-Development Intern Sept-Dec 2008

- Assisted Director of Development and Creative Executive with phones, calendars, and submissions
- Provided coverage of available material and researched potential material for acquisition

Jinks/Cohen Co.-Development Intern Sept-Dec 2008

- Assisted Vice President of Development by handling phones, calendar, and submissions
- Sought out books, articles, films and spec screenplays/ pilots for possible acquisition
- Read and analyzed available material and provided coverage for VP

MEDIUM-Paramount-Academy of Television Arts and Sciences Award Recipient July-Sept 2008

- Shadowed Co-Executive Producer/Director Aaron Lipstadt through producing process of episodic television series; including budgeting, casting, location scouting, directing, and editing

Pittsburgh Filmmakers-Exhibitions Apprentice, Development Associate Sept 2007-May 2008

- Assisted in administration and selection process for Three Rivers Film Festival
- Coordinated partnership relations for Three Rivers Film Festival
- Created a strategic plan providing analysis of Three Rivers Film Festival operations

The Documentary Channel Programming Manager, Media Associate Nov 2005-Sept 2007

- Contributed original programming, channel branding, and acquisition suggestions
- Managed feature sponsorship of film festivals, including on-the-ground coverage and on-air film festival promotions and specials
- Assisted with traffic and daily programming including interstitial scheduling of short films, promotions, revenue spots, brand IDs and PSAs
- Cultivated new strategic partnerships with digital media companies, maintained and developed affiliate websites, including development of content and HTML scripting

TECHNICAL SKILLS

VCI Orion traffic applications, Microsoft Office Suite, Windows/Mac proficient, Filemaker Pro, HTML coding, Adobe Creative Suite (Illustrator, Photoshop, After Effects, and Director)

RELATED EXPERIENCE

AFI Festival Daily News Reporter-AFI Festival 2008

- Wrote feature content covering AFI Festival events, filmmakers, and films

Festival Director/Coordinator-Human Rights Watch Film Festival at CMU 2008

- Curated 2008 HRW Traveling Film Fest Pittsburgh, negotiated business partnerships and film acquisitions