

LIZ THOMAS

@ lizthomasactress@gmail.com

h 3478210064

a New York, NY

SKILLS

- MS Office
- Organization
- Team management
- Project organization
- Communications
- Social media
- Editing
- Film language
- Pitching

EDUCATION

**Upright Citizens Brigade Theatre -
New York**

New York, NY • 12/2019

*Pilot Writing, Sketch Writing,
Character, Improv.*

**Pontificia Universidad Catolica
Madre Y Maestra**

Santo Domingo , Dominican Republic

Bachelors in Hotel Management

PROFESSIONAL SUMMARY

Innovative Screenwriter with 10 years of experience in the film industry. Successful at listening to and incorporating feedback and committed to meeting deadlines. Distinguished knowledge of Comedy, Pilot and Sketch writing and the filmmaking process.

WORK HISTORY

Freelance Screenwriter - Screenwriter

New York, NY • 09/2017 - Current

- Research topics and ideas for screenplays.
- Format screenplays into usable scripts.
- Independently Write and Edit original scripts.
- Act In various independent films and short films

NYC Pediatrics - Practice Manager

The Bronx, NY • 01/2018 - Current

- Develop policies and procedures for effective practice management.
- Consult with healthcare professionals on business decisions.
- Create and implement organizational policies and procedures.
- Oversee fiscal operations, including accounting, budgeting, authorizing expenditures and financial reporting.
- Provide outstanding support to entire staff which help improve process flow and boost efficiency.

Private - Personal Assistant

New York , NY • 05/2010 - 01/2018

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Organized and updated schedules.
- Maintained complex digital filing system for financial information.
- Created detailed expense reports and requests for capital expenditures.
- Monitored calendar and scheduled appointments, meetings and travel.

PRODUCTIONS

Melania: The Cyberwoman (The Pit, UCBT NY)

Hot Issues Sketch (UCBT NY)