



KATE PELINI

ACTOR, WRITER, & PRODUCER

ABOUT ME

At 25 years old, my career so far has been one of resilience and adaptation. Whether I'm supporting a creative production from inception to completion, or only working on a set for a day, my goal has always remained the same: To tell stories that reflect my values of empathy, humanism, and connection.

CONTACTS

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- New York, NY

EDUCATION

The American Academy Of Dramatic Arts

Associate of Arts in Acting
09/2019 - 05/2021

The New School

B.S. in Media Studies, conc. in Cinema.
08/2021 - 01/2024

REFERENCES

Tom Koch - Writer/Director

gotomkoch@gmail.com

Paulina Valenzuela

paulinasat5@gmail.com

STRENGTHS

- Adaptability
- Creative Direction
- Attention to Detail
- Communication & Collaboration
- Media Analysis
- Strong Work Ethic

EXPERIENCE

Mes Films En Couleur

New York, NY

Executive Producer & Script Supervisor

05/2024 - Present

Olive - Written and Directed by Tom Koch

- Working alongside a fantastic team, I was recruited to help guide "Olive" through the development process, from its initial concept to final release.
- Pre-Production:*
 - My main role at the beginning of this project was on financing with a focus on building long-lasting, positive relationships. It was using this strategy that we maintain a good relationship with the Alzheimer's Association.
 - Assisted with the film's creative development and oversaw the final script, schedule, and budget, helping to select the key creative players.
- Production:*
 - As script supervisor, I monitored the entire filming process, keeping detailed notes and ensuring continuity for every department (dialogue, actions, set dressing, etc). Working closely with the Director and his team, I recorded everything with the intention of acting as the bridge between the director and the editor.
 - As a producer, I oversaw the daily operations, consulting with and resolving issues raised by the key production and creative staff quickly and effectively.
- Post-Production:*
 - Engaged closely with post production teams and strategizing on marketing and distribution. Attended festivals to help get eyes on our film!

The American Academy Of Dramatic Arts

New York, NY

Production Assistant

10/2020 - 04/2021

During Acting School, I worked as a PA for multiple stage productions including *Macbeth*, *the Luck Of The Irish*, and *Significant Other*.

- Capitalizing on my experience from The Youngstown Playhouse, I managed groups of 8-15 professional actors and maintained communication between all creative parties in the production team.
- With each new production, I learned how to see and translate different creative visions, as each invited a new director, stage manager, and actors.
- Recorded all lighting/sound/actor cues, as well as all changes made throughout the rehearsal process using spreadsheets and multiple hand-written scripts, each of which recorded something different.
- Using my experience as both an actor and a stage manager, I learned how to maintain both positivity and productivity while communicating between all creative parties.

FIND ME ONLINE

- **LinkedIn**
[@katepelini](#)
- **Instagram**
[@katepelini](#)

SKILLS

Trained Barista · Microsoft Office ·
Google Software · Da Vinci Resolve ·
Adobe Software · Media Analysis ·
Articulate / Descriptive Writer & Editor ·
Interpersonal Communication ·
All-Around Proficient Computer Skills ·
Multi-Tasking · Your Skill

EXPERIENCE

Shampoo Avenue B

New York, NY

Front Desk / Receptionist

11/2025 - Present

Hair Salon

- This role blended excellent customer service with the salon's aesthetic, ensuring an enjoyable experience for all who visited.
- Greeted clients alike with warmth and professionalism, managing appointments and ensuring a seamless flow of operations.
- Handle all transactions, book appointments, answer phones, and all around keep everything organized!

The Youngstown Playhouse

Youngstown, OH

Stage Manger & Production Assistant

01/2017 - 03/2019

A now one-hundred year old community theater, putting up everything from main stage musicals to black box plays.

- When I wasn't performing in one of the Playhouse's productions, I was proud to be the youngest stage manager ever invited to run main stage productions. It's here that I learned how to make lasting, meaningful connections, and what it takes to successfully run a creative project.
- Gained invaluable experience working on many different productions (inc. *Caroline, Or Change, Treasure Island*), each with groups of 8-25 actors and a team of production designers.
- I learned to be highly organized, creating and maintaining all rehearsal/production schedules as well as recording all changes made throughout the process.