



KATE PELINI

CREATIVE PRODUCER & STORY EDITOR

CONTACTS

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🌐 www.katepelini.com
📍 New York, NY - willing to relocate

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

AREAS OF EXPERTISE

- Media Analysis
- Script Coverage
- Developmental Editing
- Communication & Collaboration
- Talent Management
- Script Supervision

SKILLS

Trained Barista · Microsoft Office ·
Google Software · Final Draft ·
Da Vinci Resolve · Adobe Software ·
Media Analysis · Talent Relations ·
Interpersonal Communication ·
All-Around Proficient Computer Skills ·
Multi-Tasking

EXPERIENCE

Gungnir Books

Remote

Fandom & Events Coordinator Intern

05/2026 - Present

Publishing Company ranging from graphic novels, to a youtube show, to prose!

- Acted as a central administrative hub, coordinating logistics, schedules, and promotional assets for high-stakes literary and industry events for a year out.
- Managed editorial workflows and timeline tracking for upcoming releases, ensuring we would be prepared with marketing and events lined up.

Mes Films En Couleur

New York, NY

Executive Producer & Script Supervisor

05/2024 - 01/2026

Olive - Oscar-qualified Psychological Short Film starring Lesley Ann Warren

- **Development & Financing:** Guided the project from initial concept through the final cut, securing strategic community outreach for funding, including maintaining a key relationship with the Alzheimer's Association.
- **Creative Producing:** Oversaw daily set operations as a producer, ensuring all ran smoothly.
- **Script Supervision:** Monitored filming in real-time, coordinating daily continuity logs and serving as a critical bridge between the Director and the Editor.
- **Festival and Marketing Strategy:** Helped formulate post-production marketing campaigns and coordinated several festival submissions, including a successful screening at HollyShorts and an official Oscar qualification.

Freelance Creative Services

01/2024 - Present

Independent Narrative Consultant & Writer/Editor

- **Professional Script Coverage:** Evaluated feature-length screenplays and pilot scripts for independent filmmakers and writers, providing detailed coverage, structural analysis, character development notes, and viability ratings.
- **Cinematic Analysis & Reviewing:** Write comprehensive reviews and critical media analysis, translating complex cinema into engaging written content.
- **Story Editing:** Worked with independent writers to refine pacing, ensure consistent character voices across drafts, with a focus on elevating the emotional resonance and flow of the narrative.

Shampoo Avenue B

New York, NY

Front Desk / Receptionist

11/2025 - 07/2026

- 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.
- Managed point-of-sale systems, multi-line communications, and schedule conflict resolution.

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*.

- **Cue Tracking:** Maintained the master "bible" for each show, recording all lighting, sound, and blocking cues using physical and digital tracking sheets.
- **Creative Herding:** Helped manage rehearsal schedules of 8-15 professional actors, acting as the central communication pillar between all performers, directors, and designers.
- **Show Execution:** Worked alongside the Stage Manager, facilitating swift set and prop transitions while maintaining a safe and efficient backstage environment.