

Clarice Eboni Boykin
Los Angeles, CA 90034
ecb2168@columbia.edu
(646) 857-9041

WORK EXPERIENCE

Assistant to Talent Agent

AWA Talent Agency - Atlanta, GA - July 2016 to November 2016

- Rolling calls, scheduling meetings, maintaining email correspondence
- Sending appointments to clients for auditions using industry software
- Assisting with deal information and check authorizations
- Keeping track of client financial earnings
- Assisting with production related waivers and contracts
- Recruiting and managing interns
- Submitting talent to roles on film and television
- Acting as a liaison between casting directors and clients
- Coordinating actors' reads
- General personal assisting

Intern and Contributing Writer

Women & Hollywood, IndieWire - New York, NY - January 2016 to June 2016

- Prepare weekly and monthly newsletters with Mailchimp
- Write website posts that highlight film crowdfunding campaigns and relevant film releases by and about women in CMS
- Contribute regularly to the site by editing interviews of female filmmakers and covering issues related to gender and the entertainment industry

Programming Development Intern

Lifetime Movie Network, A+E Networks - New York, NY - June 2015 to August 2015

- Tracked pitches for Lifetime original films
- Scheduled meetings for department executives
- Coordinated social media efforts
- Updated production company and agency databases
- Participated in development meetings

Television Production Intern

MSNBC's *Melissa Harris Perry Show*, NBCUniversal - New York, NY - January 2014 to May 2014

- Prepared stage props
- Chose show music and photos and uploaded with iNews
- Tracked music rights
- Researched for news segments
- Edited video with Avid
- Wrote one to two minute script segments

Daily Blog Editor

Columbia Daily Spectator - New York, NY - September 2013 to December 2013

- Managed blog content one day a week via Wordpress
- Edited all submitted pieces
- Determined timing for content
- Wrote morning and late night posts

Intern Writer (Virtual Internship)

Mic News - New York, NY - November 2012 to May 2013

- Wrote biweekly articles about gender in the media, often covering film, television, and advertising at <http://mic.com/>
- Considered edits and writing advice from Mic News editors and made changes to articles accordingly

EDUCATION

Bachelor of Arts in English

Columbia College, Columbia University in the City of New York

May 2016