

Olivia Cunnally

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EDUCATION

CARNEGIE MELLON UNIVERSITY

Bachelor of Humanities & Arts
Major in Film and Art; Minor in Game Design

Pittsburgh, PA
May 2023

RELEVANT EXPERIENCE

CARNEGIE MELLON, DEPARTMENT OF HISTORY

Administrative Coordinator

Pittsburgh, PA
Sep 2023 – Current

- Prepares agendas, assembles data, takes minutes, and coordinates arrangements for meetings, conferences, and workshops.
- Arranges travel, catering, room reservations, media technology, and marketing materials for all department events.
- Serves as initial contact and liaison, leads cross-departmental communication, and administers financial and contract support.

THE FRANK-RATCHYE STUDIO FOR CREATIVE INQUIRY

Undergraduate Assistant

Pittsburgh, PA
May 2020 – May 2023

- Managed logistics, legal documents, licensing, and asset database of 700+ interactive art projects..
- Organized, edited, acted as head videographer, and created video assets using Adobe Suite.
- Facilitated communication, upheld timelines, and collaborated with studio partners, clients, alumni, and staff.

GBH

Antiques Roadshow Intern

Pittsburgh, PA
Jun 2021 – Aug 2021

- Prepared for 2021 tour by managing logistics across teams for 4 shoots of 100 guests each.
- Outreached to guests, cultivated vendor relationships, location scouted, and updated databases.
- Supported team by preparing episode assets, editing social media materials, and providing feedback to executives..

PARAMOUNT

Pluto TV Creative Team Intern

Pittsburgh, PA
Jun 2022 – Aug 2022

- Researched, founded partnerships, and hired voiceover talent for advertisements.
- Produced large quantities of video assets, 5 original promos, and notes for all members of creative team.
- Learned strategies to improve promotional materials by attending marketing panels and workshops.

OTHER EXPERIENCE

THE JIM HENSON COMPANY FEATURE FILM INTERN

Jun 2021 – Sep 2021

- Provided critical feedback by copy editing and writing coverage for books, pilots, and screenplays.
- Worked directly with CEO to discuss submitted material, story research, offer input, and document production meetings.

WRCT STAFF REPRESENTATIVE & MUSIC DIRECTOR - CARNEGIE MELLON

Aug 2018 - May 2023

- Facilitated conflict management, prepared correspondence, and built relationships with business partners.
- Led weekly board meetings, acted as primary note taker, prioritized tasks, oversaw calendar, and scheduled agendas.

PROJECTS

THE UNFINISHED BUSINESS OF MARTY MELNICK - Interactive Film Creator

Apr 2021 – May 2022

Researched, edited, coded, and managed a team of 13 on all logistic aspects for draft interactive TV pilot.

STORYTIME SHADOWS - Video Game Writer, UI Creator, & Asset Manager

Mar 2020 – May 2020

Collaborated with team of 2 for an interactive storybook and shadow puppet simulator for children.

ADDITIONAL

Technical Skills: Database Management, Filemaker Pro, Jira, Asana, Coding, Unity, Adobe Suite, Microsoft Suite, G-Suite

Carnegie Mellon University Awards: Fifth Year Scholar 2023, SURG Grant 2022, FRFF Grant 2022