

# GRACE CONDON

(858) 997-3403 | [Gracecondon96@gmail.com](mailto:Gracecondon96@gmail.com) | [www.gracecondonstuff.com](http://www.gracecondonstuff.com)

---

## **Education**

### **B.S. in Film/Television**

Minor in Philosophy

Overall GPA 3.6

### **Boston University**

Boston, MA

Sept 2014 – May 2018

## **Relevant Experience**

### **Writers PA**

Netflix, *Mr. Iglesias*

- Organized and delivered meals and coffee for writers' room.
- Proofread formatting and grammar for multicam scripts prior to distribution.
- Ran errands for showrunner and writers in timely manner.

### **Los Angeles, CA**

July 2018 – December 2018

### **Production Intern**

Channel 9, A Current Affair

- Set up and broke down lighting and sound equipment.
- Logged and transcribed interviews.
- Conducted hospitality for guests at live taping.

### **Sydney, AUS**

June 2017 – August 2017

### **Radio Production Intern**

CBS WBZ Local Radio

- Created web portal for potential clients.
- Researched local and national leads for advertising clients.
- Produced introductions and advertisements.

### **Boston, MA**

January 2017 – May 2017

### **Writer/Performer**

*Slow Children at Play* Sketch Comedy

- Wrote, directed, and performed original sketch comedy material.
- Managed advertising and produces promotional videos for shows
- Organized practices, rehearsals, and shows

### **Boston, MA**

September 2014 – May 2018

## **Additional Experience**

### **Writer/Editor**

The Bunion Satirical News

### **Boston, MA**

September 2014 – May 2017

### **Cinematographer**

Hothouse Productions

### **Boston, MA**

September 2017-Dec 2017

### **Producer**

B.U. Production III: Undergraduate Senior Thesis

### **Boston, MA**

September 2017 – May 2018

## **Skills**

Trained in Final Draft, Adobe Premiere and Photoshop, Writing, Short form/Long Form Improvisation (UCB, ImprovBoston, Comedysportz), Performing, Microsoft Office Suite, Social media marketing, Directing short-form content

