

# MERRIDITH ALLEN

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## CAREER SUMMARY

I am a highly experienced, top performer in creative screenwriting, pitching, coaching and instructing; with prowess in managing film writing and theater projects. My proficiency reaches from writing to team leading and coaching to employee management and training.

## SKILL HIGHLIGHTS

**Film and Television Writing:** Wide-ranging knowledge of film and theater writing and video projects from inception to completion with the ability to conduct script writing, pitch documents, analysis and contribute to script changes. Ability to write and edit scenes, treatments, and scripts.

**Administration and Communication:** Enthusiastic and creative; demonstrated ability to meet deadlines and objectives. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs. Provide efficient administrative support for a diverse array of program participants and staff.

## TECHNICAL SKILLS

- Skilled at talent selection, project management, social media tools, development, performance, recruitment and team management.
- Excellent communication skills, creative aptitude and a demonstrated ability to present analysis and work with senior management.
- Proficiency in Microsoft Office, administrative tools and other database programs.

## CAREER AWARDS AND HIGHLIGHTS

- ❖ **2018:** Guest Speaker at the *New York Women in Film and Television* and a received a Short film commission from *NY Film Academy*
- ❖ **2017 & 2018:** Finalist-*ISA Fast Track Fellowship*, Second Rounder-*The Austin Film Festival* in the playwriting category
- ❖ **2013-2018:** Theater pieces published in over 10 play anthologies through *Smith & Kraus*
- ❖ **2017:** Finalist-*Made In New York Writer's Room Fellowship*, *Writer's Guild of America East*
- ❖ **2017:** Second Rounder at the *Austin Film Festival* in the TV comedy category
- ❖ **2016:** Summer Fellow at the *San Miguel de Allende Writer's Conference*
- ❖ **2015:** Semi-finalist for the *National Playwright's Conference*
- ❖ **2013 & 2014:** Guest speaker at the *Hands-on Literary Festival* in New Orleans
- ❖ **2013:** Intensive workshop leader at the *San Miguel de Allende Writers Conference* in playwriting and *Tennessee Williams Scholar* in playwriting -*The University of the South*
- ❖ **2012:** Guest speaker at *Estrella Mountain College* about playwriting
- ❖ **2012:** Second Place-Winner at the *Fresh Voices Screenwriting Competition*
- ❖ **2011:** Best Production of a play at the *Midtown International Theater Festival*

## EXPERIENCE

**Mentor and Writing Coach** Freelance  
Los Angeles, CA

2019-current

**Mentor and Writing Coach**, The Jacob Kruger Studio  
New York, NY

2016-2019

- Design and teach Level 2 Screenwriting Classes, TV Bible Pitch Document Classes.
- Work one on one with students to help them fully realize and finish their scripts.
- Support the central team with writing, coordination/ approval of various scripts.

**Creative Writing Instructor**, Blueprint Summer Programs  
New York, NY

2013-2015

- Designed and implemented Creative Writing courses for programs at George Washington University, Lehigh University, and UCLA.
- Taught College Prep courses at UCLA and George Washington University.

**Teacher/ Mentor**, Manhattan Youth  
New York, NY

2014-2016

- Taught middle school aged kids creative writing, yoga, and mediation for after school programs all over New York City.
- Taught students correct postures to ensure maximum benefit and safety as well as in-depth understanding of breathing techniques.
- Worked with students of all body types and fitness levels to increase skill, fitness and wellbeing.

**Substitute Teacher**, Manhattan staffing  
New York, NY

2014-2016

- Served as an "on call" substitute, accepting teaching assignments delivered on previous night or morning of classes.
- Execute lesson plans across various grade levels.
- Known for patience and the ability to educate and relate to students.

**Office Administrative Assistant**, Metropolitan Temporaries  
New York, NY

2007-2010

- Adeptly handled administrative matters including screening calls, managing calendars, planning meetings, composing documents and organizing offices for efficiency.

## EDUCATION

**The University of New Orleans -New Orleans, LA**  
Master of Fine Arts, Communications/ Playwriting • 2010  
Cumulative GPA: 3.8

**Adelphi University-Garden City, New York**  
Bachelor of Fine Arts, Performance/ Theater Arts, Minor: English • 2006

## AFFILIATIONS

**The Dramatists Guild of America**  
**Literary Festival in New Orleans**  
**San Miguel de Allende Writers Conference**  
**LA & New York Women & Film**  
**New York Film Academy**

