

Cori Hundt

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PROFESSIONAL SUMMARY

Experienced copywriter, ghostwriter, and social media community manager specializing in writing for arts and entertainment publications. Extremely detail-oriented, punctual, and creative, with great communication skills. A true team player.

SKILLS

Social Media Community Management, Copywriting, Ghostwriting, Editing, Script Reading, Organization, Event Planning, and Analysis. Computer Skills Include: Proficiency in Microsoft Office Suite for Windows and Mac, iWork, G Suite, Social Media Sites, MailChimp, Constant Contact, iContact, SEO, iMovie, iWeb, WordPress, SurveyMonkey, Crelate, Squarespace, DropBox, Box, Hootsuite, HRM Systems, and Kastle Systems.

EXPERIENCE

Freelance Actor & Producer

London, UK & New York, NY

Actors' Equity Association/SAG-AFTRA/British Equity: (2011-Present)

- Works as a union freelance actor & producer. Represented by Arthur Massei of TalentINK NY, Leoni Morris & Jake James of TTA Adults, and Linda Wisch of Plaza 7 Talent. Co-Artistic Director of Via Brooklyn, a not-for-profit theatre company.

Baygroup Insurance, L.L.C.

Monkton, MD

Freelance Writer and Social Media Community Manager: (2015-Present)

- Remotely writes copy for insurance articles while also maintaining various social media platforms, performing SEO, and managing the monthly newsletter for this independent insurance brokerage

Atlantic Environmental Consulting Services, L.L.C.

Warren, NJ

Social Media Community Manager: (2014-Present)

- Remotely manages and writes content for various social media platforms, performs data entry and analysis, and works on website maintenance for this environmental consulting firm

JMF Productions

Brooklyn NY

Social Media Community Manager: (2018-Present)

- Remotely manages various social media platforms, creates weekly newsletters, and works on website maintenance for this event production company

Backstage Magazine

New York, NY

Freelance Writer: (2017-2018)

- Worked as a remote copywriter for this performing arts magazine and website

Prospect Capital Advisors

Summit, NJ

Coordinator: (2015-2018)

- Remotely handled college recruiting, booking travel, event planning, and research for this private equity consulting firm

Masthead Media Company

New York, NY

Freelance Writer: (2015-2016)

- Ghostwrote and edited finance articles for DailyWorth.com, a leading financial media company for women

Arkadium Game Development Studio

New York, NY

People and Office Operations Manager, Temporary Position: (2015)

- Served as the personal assistant to the head of HR, booked international and domestic travel, handled calendar management, completed research projects, implemented a new organizational system, oversaw inventory, managed vendors, executed event planning, screened job applicants, trained other office managers, answered phones, greeted clientele, and filed at this game development company

StageAgent.com

New York, NY

Content Specialist: (2014-2015)

- Wrote detailed study guides for plays, classified monologues, helped with product testing, created profiles, and promoted StageAgent.com on social media

New York Theatre Workshop

New York, NY

Script Reader: (2011-2013)

- Reviewed scripts and wrote reports regarding their suitability for future development at this Off-Broadway theatre company

Potomac Theatre Project/NYC

New York, NY

Company Manager: (2012), Dramaturg: (2011)

- Handled ticket sales, prepared the dramaturgy, wrote and designed the program, served as the light board operator, and performed technical work for this Off-Broadway theatre company

EDUCATION

London Academy of Music and Dramatic Art (LAMDA)

London, UK

- **Master of Arts:** Classical Acting for the Professional Theatre, With Merit, 2014

Middlebury College

Middlebury, VT

- **Bachelor of Arts:** English and American Literatures/Theatre joint major, Magna Cum Laude, 2011
- **GPA:** 3.72 out of 4.0; College Scholar and Dean's List
- **Senior Theses:** Highest Honors (Theatre Department)- "Vanya"; High Honors (English and American Literatures Department)- "Understanding the Purpose of Modern Adaptations of Classic Works of Dramatic Literature: A Case Study of Anton Chekhov"