

Charlotte R. Pence

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EDUCATION

DePaul University: College of Computing and Digital Media **Expected June 2016**
Bachelor of Arts Degree in Digital Cinema
Bachelor of Arts Degree in English – Creative Writing
GPA: 3.9 Previous Semester GPA: 3.9
H.S. GPA: 3.8/4.00

Oxford University St. Catherine's College
International Visiting Student (Anticipated) **Academic Year 2014-2015**

INTERNSHIP EXPERIENCE

The Story Museum, Oxford, England, UK **January 2015 – March 2015**
Digital Storytelling and Education Department

- Worked with educators in order to bring digital storytelling programs and curriculum into local primary schools; helped run events and prepare exhibitions at the museum

Black Label Media, Los Angeles, CA **June 2014 – August 2014**
Film Production Company Intern

- Read scripts and wrote coverage on potential films for Black Label Media to fund; did various office jobs

Walden Media, LLC, Lexington, MA **December 2013**
Film Production Company Intern

- Read scripts and wrote coverage on potential films for Walden Media to fund; learned about the film industry; wrote coverage for manuscripts to be published by Walden Pond Press

WFYI Productions, Indianapolis, IN **June 2013-September 2013**
Film Production Company Intern

- Worked in the TV Production department, specifically writing for documentaries and television programs
- Listed as Associate Producer and Co-writer for the Emmy Award-winning documentary, 'Fleeced,' produced by WFYI Productions

Citizens United, Washington, D.C. **June 2012**
Production Assistant

- Worked as a pre-production intern for two documentaries – Our Sacred Honor, The Hope and the Change

United States Senate Page, Washington, D.C. **June 2011 – August 2011**
Page for Senator Lugar

- Delivered and worked on minor paperwork for the U.S. Senate
- Set up the U.S. Senate floor each day before session began

Arlington Independent Media, Arlington, VA **June 2011 – July 2011**
Intern for the Document Arlington Project

- Selected to work with five other teenagers to make two fifteen-minute documentaries about Arlington County in six weeks
- Came up with and outlined the ideas for the documentary, filmed interviews with professionals and shot B-roll

- Completed two documentaries – one on the tenth anniversary of September 11th and the other on the history of a diverse neighborhood in Arlington

DIGITAL CINEMA WORK EXPERIENCE

CDM Ambassador, Chicago, IL

June 2013-Present

- Assist on panels and discussions for DePaul University's College of Computing and Digital Media; offered assistance to prospective CDM Students

Chicago Marathon Chicago, IL

October 2013

Freelance Videographer

- Filmed the Chicago Marathon and worked getting permits and releases signed

DePaul University Ministry, Chicago, IL

January 2013 -August 2013

Film Producer

- Produced two promotional videos for DePaul University Ministry

OTHER WORK EXPERIENCE

St. Catherine's College, Oxford, England, UK

October 2014 – May 2015

Server

- Delivered food to students; cleared tables and washed dishes

The Story Museum Cafe, Oxford, England, UK

January 2015 – April 2015

Barista

- Prepared refreshments and food for the café at the museum

Brown County Saddle Barn, Nashville, IN

June 2013-August 2013

Part-Time Ground Worker and Trail Guide

- Took care of horses, cleaned stables, took people on trail rides

Nanny, Arlington, VA

October 2011-August 2012

High School Mother's Helper

- Took care of a two year old girl and nine-month old boy after school every day

Le Pain Quotidian

- Server

August 2011 – October 2011

LEADERSHIP ACTIVITIES

Stranger than Fiction Documentary Collective, Chicago, IL

April 2013 - Present

DePaul University

- Began the first documentary filmmaking club at DePaul University

Chi Omega Fraternity

September 2013 – Present

- Active Member

National Forensics League, Arlington, VA

September 2010 – Present

Charlotte R. Pence

- Initiated as an official member through the Debate and Speech Team

COMMUNITY SERVICE & PHILANTHROPIC EXPERIENCE

La Era de Oxo Farm, Ojos, Spain

April 2015

- Volunteered on an organic vegetable farm; prepared orders and deliveries of food to local families and businesses; cared for chickens and horses; painted rooftops and cultivated plants

Nightline Service, Oxford, England, UK

January 2015 – June 2015

- Volunteer Caller for *Nightline*, a student-run nighttime help hotline for students to call who may be experiencing depression, anxiety, or other personal issues

National Honors Society, Arlington, VA

September 2010-January 2012

- Various community service activities within the community throughout high school

PRODUCTION CREDIT

DePaul University Productions

For the Records: Re-embodiment

(Short Documentary about the path to recovery from Anorexia Nervosa)

Director

WFYI Productions

Fleeced: Speaking Out on Financial Senior Abuse

(Emmy Award-winning Documentary)

Associate Producer, Writer

Citizens United Productions

The Hope and the Change (2012)

Production Assistant

Our Sacred Honor (2012)

Production Assistant

Arlington Independent Media

Arlington Remembers 9/11 (2011)

Filmmaker

Documenting Columbia Pike (2011)

Filmmaker

Icebox Productions (Student Group)

Bento Box (2013)

Production Assistant

Roses Are Gray Productions (Student Group)

Stuck (2013)

Writer, Director

Responsibility (2013)

Writer, Director

My Name Is (2013)

Writer, Director

Punishers Productions (Student Group)

What We Fight For (2012)

Writer, Director

Support PSA (2012)

Writer, Director

Online Bullying PSA (2012)

Writer, Director, Actor

Not Yet (2011)

Co-Writer, Co-Director

Texting While Driving PSA (2011)

Writer, Director, Actor, Editor