

EMILY TULLY

✉ emilymtully@gmail.com
☎ (781) 974 4873
🌐 linkedin.com/in/emilymtully
🏠 emilytully.co

Emerson College

B.A. Media Production

Minor in Marketing Communications

New York Women in Film and Television

New Waves Group Member

Skills & Certifications

InDesign
Premiere Pro
Photoshop
After Effects
Canon DSLR
Showbiz Budgeting
Wrike
Filemaker Pro
Sprout Social
Hootsuite
Mac & PC
Microsoft Office Suite
Google Drive
Nexonia
Event Planning & Management
Live Studio Television
Driver's License

EXECUTIVE ASSISTANT/OFFICE PRODUCTION ASSISTANT

Mustache Agency | January 2019-Present

- Manages the day-to-day operations of the CEO and the Managing Director, including scheduling, expense reporting, booking travel, and other executive tasks as needed
- Assists production team by coordinating with vendors and freelance talent, prepping deal memos, releases, and other production paperwork, and performing additional duties as needed
- Tracks status of and coordinates logistics for internal and marketing projects, including regular and continual maintenance of the company website
- Organizes internal events, offsite retreats, and client facing parties of 200+ guests

SHIFT SUPERVISOR

ArtsEmerson Box Office | June 2017-January 2019

- Supervised 1-3 ticket representatives during daytime and performance rush shifts, assisting in junior staff management
- Oversaw ticket sales and distribution, addressed patrons' concerns, ensured positive interactions with the venues in a fast-paced, hands-on work environment

EVENT ASSISTANT

Antiques Roadshow, WGBH | September 2017-June 2018

- Anticipated the needs of the Event Supervisor through the set up, duration, and break down of ANTIQUES ROADSHOW's Season 22 & 23 tour events in locations across the US
- Welcomed 2,800+ guests, processed their tickets, and maintained Front of House security while overseeing the flow of visitor traffic
- Directed up to 10 volunteers at a time and assisted in volunteer training

VIDEO PRODUCTION INTERN

Shriners Hospitals for Children — Boston | January 2018-May 2018

- Crafted patient and hospital videos and posts for social media channels, the hospital's website, and internal educational purposes
- Photographed events and outings, coordinating with the Child Life department
- Captured consents and appearance releases for patients, employees, and volunteers
- Produced brochures, fliers, and promotional materials for development, fundraising, and special events

DIGITAL PRODUCTION INTERN

Frontline, WGBH | May 2017-August 2017

- Compiled research about innovative practices in the digital content industry, such as virtual reality technology and virtual reality film festivals
- Documented materials about fellow Emmy nominees, detailing facts and reviewing the productions

PRODUCTION INTERN

Antiques Roadshow, WGBH | January 2017-May 2017

- Gathered information about applicants for Season 22's Furniture Roundup
- Cleaned, screened, and logged transcripts for upcoming broadcasts and entered database information about appraisals into FileMaker
- Supported the Production Coordinator with daily operations of the office, including responding to viewer mail and contacting guests via phone