

# Carleigh Foutch

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Portfolio: [www.carleighfoutch.weebly.com](http://www.carleighfoutch.weebly.com)

## EDUCATION

The University of Oklahoma, Class of 2017

- Bachelor of Arts in Journalism, emphasis in Professional Writing
- Bachelor of Arts and Sciences in Human Relations

## PROFESSIONAL EXPERIENCE

### ***Unplugging (Feature Film) | Comatose Chicken, Inc.***

*Office Production Assistant/Runner, September 2020-November 2020*

- Maintained the production office's organization and cleanliness
- Assisted with errands, supplies, shipments, and other various tasks for cast and crew throughout production
- Created and distributed necessary paperwork across departments (sides, scripts, etc.)
- Assisted in travel coordination for cast and crew throughout production

### ***Reservation Dogs (Pilot) | Minim Productions***

*Office Production Assistant, August 2020-September 2020*

- Maintained the production office's organization and cleanliness
- Assisted with errands, supplies, shipments, and other various tasks for cast and crew throughout production
- Assisted with receipt collection and reconciliation for production coordinator and line producer
- Created and distributed necessary paperwork across departments (sides, scripts, etc.)

## ADDITIONAL RELEVANT EXPERIENCE

### **Writer & Author**

*2012-Present*

- Create and edit works of fiction through a rigorous and disciplined schedule, including one published novel in paperback and e-book format
- Exhibit a strong understanding of storytelling abilities demonstrated through several mediums (i.e. novels, digital and print magazines, comic book scripts, screenwriting, plays, and copywriting)
- Collaborate effectively with others to achieve a common creative goal
- Demonstrate exceptional time management skills by consistently meeting project deadlines

## PUBLICATIONS

- Okie Comics Issue #6- *Mayhem at the Memorial Marathon*, 2019
- Metropolitan Library System Literary Magazine- *A Short and Sweet Saturday Love Story*, 2018
- Oklahoma Visual Arts Coalition Art Focus Magazine- **Contributing Writer, 2017-Present**
- Amazon Direct Publishing- *The Monsters In Her Head*, 2017
- Amazon Direct Publishing - *Let's Talk About It.*, 2019 – **Editor**
- Burning Down the Walls (film) - **Script Editor, August 2019 – July 2020**