

Kristi Conforth
kristi.conforth@gmail.com

Experience:

January 2000-
Present

DAW Productions, New York, NY

Writer/Producer

- *Writer/Producer of National On-air promotions for “Live! With Regis and Kelly” Show, “Who Wants To Be A Millionaire” and Lifetime movies
- *Wrote On-air promotion scripts for “The Oprah Winfrey Show” and “The Wendy Williams Show”
- *Direct talent for studio and location promotion shoots
- *Knowledge of AVID editing system
- *Correspond with various publicity and public relations vendors in order to obtain materials for use in promotions and to arrange location shoots
- *Produce element reels

August 1999-
December 1999

CastleWorks Productions, New York, NY

Production Assistant

- *Assisted on AVID editing system
- *Organized outreach program and called sponsors
- *Assisted in the organization of the website
- *Accompanied film crew on location shoots
- *Shot footage for PBS television series “In the Mix”

February 1998-
June 1999

National Academy of Television Arts and Sciences, NY, NY

Office Assistant

- *Talent Escort for Emmy Award Galas.
- *Assisted in the organization of the pressroom.
- *Monitor for judging process for the Daytime, Sports, and News & Documentary Emmy Awards screenings.
- *Welcomed judges, briefed them on the judging procedure and took them through the screening process.

Skills:

Windows and Mac OS 10, Photoshop, AVID Media Log, Microsoft Word, Microsoft Outlook, Microsoft Excel and Internet

References:

Furnished upon request.