

Karim Karawia

(310) 349-6370 | karim.karawia@gmail.com

EDUCATION

- Loyola Marymount University** | Los Angeles, CA **Anticipated May 2014**
Bachelors of Arts in Studio Arts—Multimedia
Leadership: Founding Father (Eminent Warden) of Sigma Alpha Epsilon—California Alpha Epsilon
Organizations: Feed The Hungry, Elementary Gentlemen, Transfer Friends
- University of California, Los Angeles Extension** | Los Angeles, CA **Anticipated May 2015**
Business and Management of Entertainment Certificate Program

EXPERIENCE

- Paradigm Talent Agency** | Beverly Hills, CA **Jan. 2014 – Present**
Intern, Mailroom
- Aid with the day to day operations of the mailroom
 - Read, prepare and analyze scripts for assistants and agents
- Radiant Productions** | Santa Monica, CA **June 2013 – Dec. 2013**
Intern, Film Development
- Assisted executives with duties including: phones, expense reports, and research
 - Read scripts, books, and graphic novels to pitch in Weekend Read and other meetings
 - Wrote coverage and discussed in detail with executives
- Josephson Entertainment** | Los Angeles, CA **June 2013 – July 2013**
Intern, Film/TV Development
- Contributed script coverage for executives and served as a backup to the Executive Assistant
 - Arranged general administrative support including: phones, photocopying, setting up conference rooms and screenings
- Gary Sanchez Productions** | Los Angeles, CA **Jan. 2013 – May 2013**
Intern, Film Development
- Helped assistants with duties including: phones, script coverage, and office errands
 - Researched story ideas and compiled lists of talent for in-development feature films
 - Created online content for Funny or Die website with other interns
- Red Varden Studios** | Culver City, CA **Sept. 2012 – Dec. 2012**
Intern / Assistant Training Program, Television Development
- Provided administrative duties to principal, Zig Gauthier: rolling calls, managing a phone sheet, and confirming meetings
 - Applied online research to identify talent and further develop ideas for potential non-scripted television series
 - Collaborated with fellow interns to produce digital media content
- Marymount College** | Palos Verdes, CA **Sept. 2010 – Dec. 2010**
Lab Assistant, Film Production One Course
- Aided students with shooting, editing, and capturing video for class with Final Cut Pro
 - Organized lessons and presented PowerPoint lectures
 - Installed and updated software on classroom Macs

PROFILE

Skills: Proficient with Windows & Mac operating systems; Microsoft Office Suite: Word, Excel, PowerPoint; Adobe Suite: Photoshop, Illustrator, InDesign; Final Cut Pro; Arabic: Moderate Conversational

REFERENCES AVAILABLE UPON REQUEST