

# Meredith Bohling

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## Education

USC School of Cinematic Arts, class of 2010  
Critical Studies major, Gender Studies minor

## Work History

### **“HOUSE, M.D.,” NBC Universal**

*Production Office Intern, Spring 2009*

- Acted as assistant to Producers Gerrit van der Meer and Marcy G. Kaplan, answering phones, scheduling meetings, ensuring that the production was on schedule
- Attended production meetings with entire staff of the production office
- Worked on set as a production assistant
- Copied and distributed memos and scripts throughout the office and set
- Filed and collated scripts

### **Trojan Vision, Take 5**

*Senior Producer, Fall 2007 to Fall 2008, Producer, Spring 2007*

- Created, wrote, directed, and produced segments about celebrity gossip, new movies, and television shows
- Edited segments on Avid
- Supervised setting up the set and worked as technical director while shooting
- Taught camera usage, graphics, and technical directing to inexperienced crew

### **Heshmat Pain Management Clinic**

*Receptionist, Summer 2008*

- Provided friendly service to customers
- Assisted customers in filling out health forms
- Contacted insurance companies about providing insurance to customers, disputed claims
- Confidential data entry

### **CineArts, CineMark Theaters**

*Floor Employee, Summer 2006, Winter 2006*

- Opened and closed the theater
- Managed the concessions counter
- Sold and took tickets

### **Silicon Valley Film Festival (2007), Best Director and Best Picture**

10-minute comedy called “How to Enjoy Your Early Retirement.” Co-wrote, directed, and edited

### **City of Palo Alto Earth Day Film Festival (2006), First Place (High School Category)**

Half animated 15-minute film about the effects of global warming called “Kind of Really Important.”  
Co-produced and co-directed

## Other

### **Alpha Chi Omega**

*Vice President Education, 2009, Member since Spring 2007*

### **Film Production**

*Production Assistant on three graduate student films, 2008*

### **Palo Alto Rowing Club**

*Head Varsity Coxswain, 2004-2006: Rower, 2002-2004*

### **Classical Pianist**

*Independent Study, 1996-present*

### **Community Volunteer**

*President of HS club, helped program receive \$12,000 grant by speaking to city council, built trails in Alaska for three weeks.*