

STACY HELVEY

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Objective

Seeking a copywriter position that allows me to utilize my exceptional writing skills and unique people skills.

Experience

Legal Assistant, Larry Helvey Law Firm

9/2010-9/2011

- Performed legal research regarding medical malpractice lawsuits.
- Prepared correspondence, pleadings and court forms.
- Drafted letters, motions, briefs and complaints.

Script Supervisor, Suite 101 Productions

5/2010-7/2010

- Created and maintained a daily continuity log detailing preferred shots, scene takes and sound file recordings.
- Compiled daily production and continuity logs for the editor.
- Worked with writers, taking note of any script changes during shooting.

Sales Recruiter, Talent Advancement Group

3/2008-4/2009

- Assisted sale's team by generating potential client lists via Sales Force.
- Called potential new clients to recruit.
- Pitched potential job opportunities to new clients.

Product Manager, InfoSpace

5/2006-5/2007

- Created web and mobile site for client Tony Hawk
- Lead daily department meetings for successful launch of product.
- Created daily status report from all departments and performed extensive market research and analysis for new products.

Story Analyst, The Matthau Company

11/2005-1/2006

- Read scripts, performed script coverage and analysis.
- Logged submissions and storyboards.
- Worked with writers on script development.

Jr. Publicist, E.M.G. Public Relations Firm

1/2003-1/2004

- Planned and organized celebrity events, designed event invitations.
- Coordinated press packets, wrote press releases.
- Managed guest check-in at events, problem solved guest issues.

Education

Second City Improv Training Center

6/2010

Graduate of the 1Year Sketch Comedy Writing Program.

Bachelors of Arts in Advertising

Expected graduation 2015

Columbia College Chicago

Memberships

Women in Film, Writers Guild of America, Advertising Federation & Ad club at Columbia, PAWS Chicago.