

Kahlie Metz



Creative go-getter experienced in writing, directing, producing, acting, managing, assisting, and creating content.

CONTACT:

Kahliecreates@gmail.com
970-481-8043
www.kahliecreates.com
11500 E Lindsay St.
Norman, OK 73026

EDUCATION:

Act One Hollywood
Professional Certificate
in Screenwriting

Masterclass Level Scene Study
Gordon Hunt Studios
**Taught by Helen Hunt*
(Oscar/Emmy Winner)
Los Angeles, CA

Masterclass Level Scene Study
Beverly Hills Playhouse
Beverly Hills, CA

**The American Musical
and Dramatic Academy**
Certificate of Musical Theatre

PROFICIENCIES:

Adobe Software
Apple/PC
Canva
Celtx
Final Draft
Google Drive
iMovie
Microsoft Office
Social Media Savvy
Wix/Wordpress

RELEVANT EXPERIENCE:

CREDITED PERSONAL WORKS:

American Dream	Writer/Director/Producer/Actor
Curiosity Killed the Cat	Writer/Director/Producer/Actor/Editor
Dash	Writer/Director/Producer/Actor
Promenade*	Writer
Star Stuck	Writer/Producer/Actor
Universal Language	Writer/Director/Actor

* Denotes Semi-Finalist in HCF Screenplay Contest

Screenwriter/Director/Producer/Actor/Production Assistant *Freelance / 2017 - Present*

- Continually studying and immersing myself in the art of storytelling
- Developing and producing stories from idea to completed project
- Applying notes and feedback
- Communicating efficiently with colleagues
- Creating and sending out call sheets
- Organizing travel, accommodations, and food services
- Location scouting

Content Creator/Copywriter

Hurleigh Lane Boutique / 2020 - 2021

- Collaborated with owner weekly to establish store brand and goals
- Generated content for all social media content, landing pages, newsletter, flyers, and text marketing
- Researched boutique brands and fashion trends
- Maintained website and integrated Shopify site
- Created and managed special event invitations

Stage Manager

Beverly Hills Playhouse / 2016 - 2018

- Oversaw communication and engagement of the school's private social media platform
- Composed and dispatched emails to students and school personnel
- Managed and distributed weekly class schedule
- Supervised classes and supported teachers when necessary
- Facilitated biweekly meeting with teachers