

# MALLORY CARRA

[www.mallorycarra.com](http://www.mallorycarra.com)

@MalloryCarra

Contact information  
available upon request

## RECENT EXPERIENCE

### BUSTLE

ASSOCIATE ENTERTAINMENT EDITOR | 2018 – 2019

CONTRIBUTING ENTERTAINMENT EDITOR | 2016 – 2018

ENTERTAINMENT NEWS & TV WRITER | 2014 – 2016

- Oversaw nightly & weekend entertainment news & celebrity coverage: Supervised a team of 15+ part-time writers, received and evaluated pitches, assigned and executed stories based on real-time readership on Chartbeat & trends, edits, and SEO-optimized copy and headlines.
- Provided coverage for Los Angeles set visits, red carpets, premieres, movie junkets. Provided on-deadline live coverage as an editor for many live events.
- Represented Bustle at on-camera at junkets, during radio appearances on the BBC World Service, and moderated panels at events.
- Celebrities interviewed include Melissa McCarthy, Elisabeth Moss, Rachel Bloom, Alfre Woodard, Charlize Theron, Seth Rogen, Tracy Morgan, Nick Jonas, Casey Wilson, June Diane Raphael, Amy Sedaris, Diane Lane, Constance Zimmer, Dacre Montgomery, Chiwetel Ejiofor, Jon Favreau, Vanessa Kirby, Kellie Martin, Ian Ziering, and a lot more.

### AVALIN DESIGN CONSTRUCTION CO.

OPERATIONS ADMINISTRATOR | 2014 – PRESENT

- Prepares plot plans and applications for permit plan check. Schedules and coordinates city Building & Safety department inspections for client properties.
- Manages invoices, payments, bills, credit card charges, and other bookkeeping in QuickBooks.
- Updates and maintains company website and marketing materials.
- Maintains schedules and appointments for company president.
- Prepares information for site visits for the company president. Creates and maintain client files and vendor files as needed.
- Represents company at city seismic retrofit fairs and prepares materials.
- Answers phones and directs calls as needed.

### MALLORY CARRA

FREELANCE WRITER | 2008 – PRESENT

- **Food blog** founded in 2014: [www.couchpotatocook.com](http://www.couchpotatocook.com) / Instagram @couchpotatocook, over 40,000 followers; Featured on the Food Network, Huffington Post, Discovery Channel, Gizmodo, The Daily Mail, Teen Vogue, and more. Partnerships include American Express, Lee Kum Kee, and Walgreens.
- **Writing** has appeared in the *Columbia Journalism Review*, *Los Angeles Times*, *BuzzFeed*, *Forbes.com*, *The Commercial Appeal* (Memphis), *NYU Alumni Magazine*, *Trulia*, *We Like LA*, *The Daily Meal*, *Elite Daily*, *Los Angeles.com*, *WhoSay*, and more.
- **Wrote & researched podcasts scripts** for Spotify's Parcast Studios podcast *Serial Killers* (2017-2019).
- **Clients** include Guardian Life Insurance, Toyota, Neutrogena, and the BBC World Service.

## EDUCATION

### NEW YORK UNIVERSITY

COLLEGE OF ARTS &  
SCIENCE

*Bachelor of Arts*

Journalism, History

### UNIVERSITY OF SOUTHERN CALIFORNIA SCHOOL OF CINEMATIC ARTS

*Master of Fine Arts*

Writing for Screen & TV

### SANTA MONICA COLLEGE

*Certificate of  
Achievement*

Business Entrepreneurship

Expected 2020

## SKILLS

### ONLINE JOURNALISM

SEO, Chartbeat,  
CrowdTangle, editing, copy  
editing & fact checking,  
headline writing, WordPress,  
HTML, CSS, AP Style, Slack,  
Twitter, Facebook, Instagram

### MANAGEMENT

Scheduling, managing staff  
calendars & schedules,  
problem solving, enforcing  
best practices, workflow  
management, mentoring

### PROGRAMS

Quickbooks, Adobe  
Photoshop, Final Draft

## SUMMARY OF PREVIOUS EXPERIENCE

### **HULU**

CUSTOMER SUPPORT ADVOCATE, COMMUNICATIONS SPECIALIST | 2013

### **UNIVERSITY OF SOUTHERN CALIFORNIA SCHOOL OF CINEMATIC ARTS**

TEACHING ASSISTANT TO PROF. PAMELA DOUGLAS | 2011-2012

### **CENTER FOR RELIGION & CIVIC CULTURE**

COMMUNICATIONS ASSISTANT | 2010-2012

### **SONY PICTURES TELEVISION INTERNATIONAL**

INTERN | 2012

### **UNIVERSAL CABLE PRODUCTIONS**

INTERN | 2011

### **SCOTT FREE PRODUCTIONS TELEVISION**

INTERN | 2011

### **NEW YORK DAILY NEWS**

STAFF WRITER | 2008

### **CHATTANOOGA TIMES FREE PRESS**

STAFF WRITER | 2006-2008

OUTDOORS EDITOR | 2006-2007

### **THE (RALEIGH) NEWS & OBSERVER**

INTERN | 2005

## VOLUNTEER WORK

### **826LA**

*Journalism Tutor*  
2017

### **WOMEN OF CINEMATIC ARTS ALUMNI**

*Publicity & Social Media  
Chair*  
2013-2015

### **FOOD FORWARD**

*Publicity & Events  
Volunteer*  
2014-2016

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