Gena Basha

4103 Locust St, Apt 2 • Philadelphia, PA • 19104 • **CELL** (202) 270 7006 • **E-MAIL** gbasha@sas.upenn.edu • genabjones.com



EDUCATION **Bachelor of Arts in Cognitive and Computer Science, Minor in Fine Arts**

 University of Pennsylvania, College of Arts and Sciences ‘18



SKILLS **Microsoft Office, Adobe Creative Suite, script coverage, screenwriting, copywriting, sketch comedy, animation, photography, web design, social media**



EXPERIENCE **Development Intern: Intuition Productions, Summer 2017**

‣In a tight-knit office environment, read and covered TV and film script submissions, and completed research assignments for projects in development. Helped with brainstorming ideas for potential projects to pitch ­and participated in meetings with writers and producers to discuss ongoing projects.

 **Box Office Assistant: Hollywood Improv, Summer 2017**

‣Oversaw, managed and executed ticket sales and administrative duties at a highly popular comedy club. Offered knowledge of upcoming shows and comedians at the venue to patrons. Answered phones and emails in a timely fashion, working with customers and industry representatives to ensure shows went smoothly.

**Team Coordinator: Penn New Student Orientation, Summer 2015**

‣Worked in a team to plan and execute orientation for 2500 freshmen by collaborating with administration, faculty and staff; planned orientation events like freshman comedy night and the freshman reading initiative; designed t-shirts and flyers with Creative Suite; maintained communication with incoming students throughout the summer.

**Teaching Assistant: Introduction to Computer Programming, 2016-present**

‣Hold 4 office hours a week to help students understand the basics of object-oriented programming; debug and grade weekly Java programming assignments; assist professors and head TAs by tweaking homework assignments and exam content.



ACTIVITIES **Head Writer and Performer: Bloomers Comedy Troupe, 2014-present**

‣Brainstorm theme of an original musical sketch comedy show; hold a writers’ retreat and lead/direct team of writers; collaboratively brainstorm and write sketches; organize submissions, make selections and major edits with the director; rehearse and perform sketches for campus events and Philadelphia venues.

**Producer: LaughtHERfest, Fall 2016**

‣Head coordinator of a women in comedy festival at Penn that sold 400+ tickets. Planned and organized a morning panel and daytime workshops with professional comediennes, worked with talent agencies to book professional comics for an evening showcase including student comedians from Penn and other universities.

**Member: Kinoki Senior Society for Film and Entertainment, 2017-present**

‣Involved in a group for students passionate about pursuing a career in entertainment. Participate in professional, academic and social events related to film. Serve as alumni chair by maintaining communication and planning events with alumni.