

Kaia Seldman

New York, New York | kaiamarinfilm@gmail.com | [IMDb](#)

EDUCATION

University of Southern California, School of Dramatic Arts

Bachelor of Arts - Major: Theatre, Acting Emphasis

Los Angeles, California

August 2022 - May 2026

- **Cumulative GPA:** 3.92 / 4.00
- **Recognition:** Summa Cum Laude, Dean's List (all semesters), Alpha Lambda Delta Honor Society
- **Relevant Courses:** The Entertainment Industry: From Idea to Audience, Breaking into the Entertainment Industry, Text Studies for Production

WORK EXPERIENCE

Cow Independent Short Film

Executive Producer / Co-Writer

Los Angeles, California

February 2026 - Present

- Co-developed original screenplay and shaped creative vision from concept through pre-production
- Led end-to-end production planning, including scheduling, hiring crew, and securing locations
- Raised \$5k+ in funding and built a detailed, scene-by-scene budget allocation plan
- Designed festival and distribution strategy targeting 10+ mid to top-tier film festivals
- Managed cross-functional collaboration between creative and production teams

University of Southern California, School of Dramatic Arts

Costume Shop Seamstress

Los Angeles, California

Fall 2023 - Fall 2025

- Collaborated with designers and production teams to execute wardrobe for multiple productions
- Managed inventory, organization, and turnaround of high-volume production materials
- Developed strong attention to detail in fast-paced, deadline-driven production environments

Wilma, Wu, and a Stripper Named Lorraine Independent Feature Film

Pre-Production Assistant Line Producer

New York, New York

May 2024 - September 2024

- Supported pre-production planning across budgeting, scheduling, and logistics
- Built and maintained production schedules, call sheets, and shoot-day breakdowns using StudioBinder
- Coordinated with team members to track crew, locations, and production needs
- Managed distribution of key documents to ensure efficient communication and workflow

LEADERSHIP & INVOLVEMENT

Brand New Theater Company

Special Events Executive Co-head

Los Angeles, California

August 2024 - Present

- Produced and executed large-scale fundraising and community events
- Managed event logistics including budgeting, scheduling, and team coordination
- Market events on social media and manage the social medias held by the company
- Partnered with leadership to drive engagement and fundraising strategy

Producer

December 2023 - January 2024

- Oversaw budget allocation and financial planning for production departments
- Served as key liaison between board, creative team, and crew
- Managed production operations including load-ins, strikes, and prop coordination
- Facilitated outreach and staffing for cast and creative teams

SKILLS & INTERESTS

Skills: Administrative tasks, StudioBinder, Google Suite, Script Coverage and Analysis, Photoshop Lightroom

Interests: Baking, Photography, Filmmaking, Writing, Skiing, Psychological horror films, Indie folk music