

KEELEY BELL

WRITER

DETAILS

PHONE

(213) 793-1434

EMAIL

keeleybell95@gmail.com

LINKS

[Screenwriting](#)

[Children's Programming](#)

[Narrative Fiction](#)

SKILLS

Excellent Writing Skills

Ability to Work in a Team

Fast Learner

Effective Communication

Effective Time
Management

Critical thinking and
problem solving

PROFILE

Valued as a creative, efficient, and adaptable member in team environments who approaches high-pressure situations with positivity and optimism. Looking to support a team in a fast-paced and exciting environment that utilizes my ingenuity, flexibility, and analytical nature.

EMPLOYMENT HISTORY

Associate Producer, Launchpad Creative Group

Remote

Jun 2022 — Present

Writes and edits scripts for podcasts and explainer videos. Coordinates production of projects to ensure timely delivery. Corresponds with clients via email to manage asset delivery. Takes notes in real-time on client meetings, ensuring that all ideas are recorded clearly and efficiently.

Coordinating Assistant, Outpost Media

Burbank, CA

Jul 2021 — Jun 2022

Assisted in writing scripts for web content. Assisted in production of video content relaying notes from clients to editors, graphic design, and finishing departments. Created and maintained spreadsheets of information to ensure smooth workflow.

Child Development Center Assistant, University of California, Los Angeles

Los Angeles, CA

Aug 2018 — Mar 2021

Worked under Coordinator and Director to creatively plan center-wide events that allow children and teachers to engage with literature. Wrote and designed excerpts for bulletin board displays and assisted teachers in writing and editing emails in communication with families.

Producer/Editor/Host, Podcast

Remote

Oct 2020 — Present

Scripts episodes that analyze character development and narrative structure of TV series, "Degrassi: the Next Generation". Promotes podcast via social media, utilizing apps like Instagram and TikTok. Edits episodes to ensure smooth listening experience and narrative cohesion.

EDUCATION

B.A. , University of California, Los Angeles

Sep 2016 — Jun 2018