

# Regan Lavin

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## EDUCATION

**Stanford University**, *Stanford CA* | Class of 2022 | 3.9 GPA

June 2022

B.A. in *American Studies* | *Arts, Media, and Entertainment*, minor in *Theater and Performance Studies*

**Stanford Overseas Studies**: Santiago, Chile | Fall 2019

## PROFESSIONAL EXPERIENCE

**United Talent Agency**, *Agent Trainee*

Jan 2023-present

- Attended UTA University classes on desk coverage, scheduling, communication, IT, Outlook, and how to support agents

**Second Stage Theatre**, *Marketing & Development Intern*

June-August 2021

- Curated social media content across Twitter, Instagram, and Facebook to an audience of 75k+
- Drafted 10 weekly newsletters to connect the most engaged subscribers with our upcoming season
- Drafted grant applications with brand guidelines, solicited and took feedback, and proofread for errors; submissions I contributed to earned \$3M
- Buoyed DEI initiatives by coordinating second chance job fair and engaging in workshops & play readings for 2022-23 season
- Ushered 200-member audiences for eight-part concert series

**ACE Entertainment**, *Development Intern*

January-May 2021

- Prepared script coverage & provided feedback on 20+ features & books, which producers used to identify new projects
- Created 15 weekly memos briefing executives on Gen Z trends and creators to identify content and adaptation opportunities

**Color Farm Media | Austin Film Festival**, *Script Coverage*

May 2020-February 2021

- Wrote synopses of 75+ submitted feature scripts, short film scripts, television pilots, stage plays, and television specs
- Analyzed plot, structure, and dialogue, estimated budgets, suggested directors, and made suggestions for project selection

**Davis Shakespeare Festival**, *Digital Intern*

September-December 2020

- Led group discussions on leadership theory, decolonization in the arts, equity issues, and nonprofit organization
- Produced and directed virtual 2-hour new work about race and the adoption process, *Asking for a Friend*
- Wrote blog posts and press releases; conducted artist interviews for DSF's website promoting the virtual season

**Find Your ID NYC**, *Talent Management Intern*

June-August 2019

- Organized & ran casting for NYFW; researched skincare and fashion brands for potential NYFW partnerships
- Curated tour for music client in conjunction with Milan Fashion Week, including securing brand partnerships and venues

## LEADERSHIP EXPERIENCE

**Ram's Head Theatrical Society**, *Executive Producer*

April 2021-May 2022

- Led largest and oldest student-theatre company at Stanford through 2021-22 season with four productions—*Little Shop of Horrors*, *School Girls; Or, the African Mean Girls Play*, and two original, student-written shows
- Collaborated with Board of Directors in all hiring, rehearsal, and marketing decisions; facilitated company-wide discussion and voting for the season's production choices, board members, and constitutional amendments
- Managed a \$300,000 season budget, including investments in long-term technology and endowment and the creation of a new grant program to support new student theatre groups on campus
- Spearheaded DEI, accessibility, and professional development initiatives for 300+ company members, including DEI training tailored to each leadership role and training workshops for newcomer accessibility

**Stanford Students in Entertainment**, *President*

May 2020-May 2021

- Led 9-member board; planned over 15 Q&As with alumni in entertainment; moderated events of 50+ attendees; created mentorship program with 30+ participating students; grew membership 2x
- Previously served as Marketing Manager, during which grew social following 3x

## FLUENCY

**Languages:** English, Spanish

**Skills:** Adobe Premiere Pro, Final Cut Pro, WordPress, Squarespace, Mailchimp, WordFly, Canva, NYS Driver's License