

Catherine Koltuniuk

Assistant Director, Producer, Screenwriter, Actress

Golden, CO • catherinekoltuniuk@gmail.com • (720) 591-4733

PROFESSIONAL EXPERIENCE

RPM TALENT AGENCY

Los Angeles, CA

Casting Intern

2025

- Read through roles and submitted actors from our talent roster to projects ranging from TV shows, Feature Films, to Commercials.
- Edited talent profiles to cater to specific strengths that casting directors would appreciate.
- Developed a strong understanding of the auditioning and casting process through an agency.

LETTING GO OF JACK - FEATURE FILM (*THE GUILD*)

Palm Springs, CA

Script Supervisor

2023

- Contracted out to perform the duties of a Script Supervisor such as taking detailed notes on each take, keeping track of continuity in each shot, and keeping an organized camera log.
- Collaborated with the Director, Director of Photography, and 1st Assistant Director to provide them with necessary information in regards to production and post-production.

1ST ASSISTANT DIRECTOR

Escondido, CA

Various Short Films and a Proof of Concept for a Feature Film

2023-2025

- Spearheaded the pre-production and production of over 20 Short Films by organizing meetings between department heads, creating an organized schedule for pre-production, and communicating details with cast and crew.
- Produced detailed shooting schedules for production, ensured set ran smoothly, and created a positive set experience between all members of the crew to ensure a healthy work environment for everyone.
- Mentored aspiring Assistant Directors with the skills I possessed.

HIGHER GROUNDS

Golden, CO

Barista

2020-2022

- Ran the basic operations of a Coffee Shop such as serving customers drinks and food, maintaining a clean and organized shop, and taking care of the utilities and amenities in the building.

CREATIVE EXPERIENCE

Producer, 1st Assistant Director, Screenwriter - The Mark of Morasai

Short Film - Production

Producer, 1st Assistant Director - Magdalene

Short Film - Production

Producer, 1st Assistant Director - Bucket List

Short Film - Production & Post-Production

1st Assistant Director - Pickle for Pickleball

Proof of Concept for Feature Film - Production

Screenwriter - To Get to You

Feature Film

EDUCATION

JOHN PAUL THE GREAT CATHOLIC UNIVERSITY

ESCONDIDO, CA

Bachelor of Science, Major in Communications Media; Emphases in Acting and Screenwriting

2022-2024

Summa Cum Laude - GPA 3.99

RED ROCKS COMMUNITY COLLEGE

LAKESWOOD, CO

Associates of Science, Major in General Science

2017-2020

Honors - GPA 4.00

SKILLS

Microsoft 365 • StudioBinder • Project Manager • Final Draft • Google Workspace