

Alicia Garbutt

New York, NY
(917) 622-9715
aliciagarbutt92@gmail.com

I am a recent graduate of SUNY Purchase College with a BA in Playwriting and Screenwriting. My leadership experience makes me the perfect candidate to tackle solo projects as well as lead a group task. I have exceptional writing skills and a creative mind, bringing fresh ideas to the table.

Organization of African People in the Americas, Purchase, NY —

President

August 2022 - May 2025

- Executed weekly meetings and 12 major events each year
- Managed a yearly budget ranging from \$5,000 to \$8,500
- Oversaw and contributed to each branch of the organization (Treasury, PR, Secretary, etc)
- Booked off-campus businesses for events
- Scripted and directed social media promotional content

CREAR Futuros, Purchase, NY — *Peer Mentor*

August 2023-May 2025

- Met with multiple mentees weekly
- Held monthly group meetings
- Logged all meetings and took notes of mentees' needs
- Provided resources to mentees

Performing Arts Center, Purchase, NY — *Usher*

June 2024-May 2025

- Escorted guests to their seats
- Answered questions about the venue and shows taking place
- Collected tickets for all performances

EDUCATION

Purchase College, SUNY, White Plains, NY

Bachelor of Arts in Playwriting and Screenwriting

LOGLINES

64 Bars: Tired of never being credited by her rapper friend, a songwriter with the help of her music producer, starts building a name for herself in the NYC music business, causing a falling out between the girls and making them competitors.

We're Black: A group of mid-twenties Black women discover why "White people shit", is exactly what it's called.

Abbot Elementary Spec: It's Picture Day at Abbott!

PROFICIENCIES

Final Draft Screenwriting
Software

Google Office

Microsoft Office

WRITING MEDIUMS

TV Writing

Creative Writing

Content Writing

Songwriting

GENERAL SKILLS

Time Management

Project Management

Leadership

Conflict Resolution

Customer Service