

# TERESA WARNER

Through both my educational background and film industry experience, I believe I have the skills necessary to teach about film and screenwriting on a collegiate level. My hope is to foster an environment where students feel supported to expand their skills.

## EMAIL

[teresa.warner@austin.utexas.edu](mailto:teresa.warner@austin.utexas.edu)

## EXPERIENCE

---

**JULY 2022 - PRESENT**

**Senior Academic Program Coordinator – University of Texas**

Provide coordination and support for the 4 graduate programs in the department of Radio-Television-Film. Manage graduate student employment. Work with graduate advisors on advising students. Assists students with all forms of paperwork and maintain their academic records. Processes Scholarships and funding for students. Plans and organizes graduate events from screenings to orientation.

**FEBRUARY 2022 – JULY 2022**

**Office Manager – University of Texas**

Serve as the department's first point of contact. Organize all physical aspects of the department from office moves, supply orders, to the mail room. Manage room reservations for students and faculty. Maintain department records including directory, grades, and course instructor surveys. Process SS1's. Assist Administrative Manager with tasks as needed.

**SEPTEMBER 2021 – FEBRUARY 2022 & NOVEMBER 2020 – MARCH 2021**

**Administrative Assistant – University of Texas**

Assist the graduate department with the 2021-2022 admissions & recruitment process. Prepare spreadsheets for admissions and teaching assistant positions. Manage the RTF Prospective Grad Student email.

**APRIL 2019 – AUGUST 2020**

**Reports Compliance Assistant – Directors Guild of America**

Outreach for above and below the line deal memos. Maintain the guilds records of film and television projects through data entry. Handle permits and contracts.

**OCTOBER 2014 – JANUARY 2016**

**Music Production Assistant – NFL Network**

Record and log the music cues for various shows produced by the NFL Network

**JUNE 2014 – AUGUST 2014**

**Summer Intern – Piller/Segan/Shepherd**

Assistant to Scott Shepherd. Take notes in development meetings and on current projects. Write coverage.

**SEPTEMBER 2013 – JUNE 2014**

**Teaching Assistant – University of Texas**

Lead a workshop of twelve students, teaching students' screenwriting format, structure, and how to conduct themselves in a workshop setting. Responsible for grading, taking attendance, and providing students with detailed notes regarding content and format.

## EDUCATION

---

August 2014

University of Texas: Radio-Television-Film  
Master Of Fine Arts - Screenwriting

April 2011

Flagler College: Humanities  
Bachelor of Arts - History

## PUBLICATIONS

---

[You've Got To Earn It.](#): Published December 2021 by Pipeline Artist

[Friendship and an Accidental Obsession with Jane Austen](#): Published April 2022 by Pipeline Artist

[Evolution of a Writing Style](#): Published October 2022 by Pipeline Artist

[The Fear That Freedom Can Bring](#): Published January 2023 by Pipeline Artist