

PEBBLES MOOMAU

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EXPERIENCE

Bikini Grad School – Remote

May 2025 – Present

Content Contributor

- Write monthly digital essays and branded social media content for a growing online magazine, prioritizing digital storytelling and content creation to grow BGS brand.
- Develop, write, edit, and narrate short-form video content and essays for TikTok, Instagram, and website.
- Implement SEO and engagement strategies and track trends to grow audience reach and maintain brand consistency.

Austin Film Festival – Austin, Texas

August 2024 - Present

Script Evaluator Volunteer

- Review and evaluate screenplays weekly; provide thoughtful feedback with attention to storytelling, structure, and voice.
- Write script coverage and provide detailed insights and actionable feedback and form decisions of a script's festival progress.

College of Fine Arts Deans Office at UT – Austin, Texas

September 2024 - Present

Accounting Administrative Associate

- Write, proofread, and edit internal communications and instructional manuals, ensuring clarity and consistency across university departments.
- Process up to 100 monthly payments, invoices, reimbursements, monthly credit card transactions for the University of Texas with attention to detail and precision to ensure timely payments.
- Update and maintain accurate records, create vendors in data systems, and verify payment details and vendor accuracy.

SPARK Magazine – Austin, Texas

August 2022 – August 2024

Website Writer <https://sparkmagazinetx.com/Pebbles-Moomau>

- Pitched, wrote, and edited digital articles on identity, culture, and life (including most-clicked article of Fall 2022).
- Adapted to constructive feedback. Participated in peer editing review process, enhanced storytelling, proofreading, and publication skills.
- Collaborate with graphic design and photography teams to bring creative vision and mood board to life with editorial content.

Micah Barber's Workshop – Austin, Texas

January 2024 – June 2024

Development Intern

- Read and analyzed screenplays and books, providing script coverage and insightful notes to guide development decisions and adaption potential for independent local film production company.
- Met with supervisor to refine project approaches, contributing to the successful advancement of key projects.

Office of the Dean of Students – Austin, Texas

August 2022 – August 2024

Office Management Assistant

- Supported office communications and clerical operations, greeting new guests, managing front desk, filing, document proofreading, training employees, data entry and online database upkeep.
- Scanned and organized hundreds of sensitive documents through proper documentation and distribution.

EDUCATION

University of Texas - Austin

August 2021- May 2024

Bachelor of Arts in English and *Bachelor of Science in Radio-Television Film*

- Moody College of Communications Dean's List, Dean's Dozens Award 2024

West Valley College – Saratoga, California

August 2019- May 2021

Associate of Arts in English and *Associate of Arts in Liberal Arts*

- Honors Student, Student Government, Best Essays Contest Winner 2020

SKILLS

- **Editorial:** Proofreading, digital/print publishing, AP Style, CMS management
- **Content Creation:** Digital storytelling, script coverage, proofreading, SEO, multimedia content strategy
- **Tools:** Adobe Suite (Premiere, InDesign, Photoshop), Final Cut Pro, Canva, DaVinci Resolve, CapCut, Google Suite, Trello, Slack, Wix
- **Platforms:** Instagram, TikTok, YouTube