

PEBBLES MOOMAU

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EDUCATION

University of Texas at Austin

August 2021- May 2024

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

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

West Valley College

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, *Voices*: Literary Magazine Spring 2021

EXPERIENCE

College of Fine Arts Dean's Office, University of Texas at Austin – Remote

September 2024 – Present

Accounting Administrative Associate

- Process 100+ monthly payments, invoices, purchase orders, reimbursements, and monthly procurement card transactions for the College of Fine Arts with 98% accuracy and attention to detail to ensure timely payments.
- Write and edit internal communications, operational policies, and instruction manuals, ensuring clarity and consistency.
- Maintain accurate records, onboard vendors, and streamline data management systems to manage high-volume workflows.

Bikini Grad School Magazine – Remote

May 2025 – Present

Content Contributor

- Develop, write, edit, and narrate social media content and essays for New York-based TikTok, Instagram, and online magazine.
- Write digital essays for a growing magazine, prioritizing digital storytelling and content creation to grow brand's voice.
- Implement SEO strategies and track trends to grow audience reach and maintain brand consistency.

Cookiy AI – Remote

November 2025 – January 2026

Creative Content Intern

- Edited 5-7 short-form videos weekly for TikTok, Instagram, and LinkedIn, contributing to increased engagement and audience growth for a startup with thousands of followers for startup.
- Test content formats and trends to improve audience engagement and optimize social media performance.

SPARK Magazine – Austin, Texas

August 2022 – August 2024

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

- Pitched, wrote, and published 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 graphics, design, and photography teams to bring creative vision and mood board to life with editorial content.

Austin Film Festival – Austin, Texas

August 2024 – November 2025

Script Evaluator Volunteer

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

Micah Barber's Workshop – Austin, Texas

January 2024 – June 2024

Development Intern

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

A to B Realty and Property Management – San Jose, California

May 2022 – August 2023

Summer Assistant (Seasonal)

- Film and edit property walk-through videos for prospective tenants.
- Supported daily operations of office, including filing, scanning, and organizing lease and insurance documents.
- Familiarized with the program "AppFolio" for data entry for landlord and tenant databases.

SKILLS

- **Skills:** Video editing, SEO, content strategy, audience growth, brand voice, script coverage
- **Tools:** Adobe Premiere, Final Cut Pro, DaVinci Resolve, CapCut, Canva
- **Platforms:** Instagram, TikTok, YouTube, LinkedIn, Wix
- **Certifications:** HubSpot Social Media Marketing