

Lord Bumblebee

One Wilshire Blvd., Los Angeles, CA 90004
cell : (555) 555-5554 bumblebee@.com

EXPERIENCE

THAYER FILMS

Assistant to Head of Business Affairs (dates)

- Assistant to [NAME], Senior Vice-President in charge of [SUBJECT] Affairs.
- Planned executive schedule; maintained call sheet; rolled calls; drafted and tracked all legal correspondences; organized and maintained legal files for 50 produced projects, inactive projects, and projects in development; aided in the delivery to studio of the films [FILM TITLES]
- Organized music licensing for 15 projects [FILM TITLES]

WIGGLESWORTH FILMS, [PRODUCER'S NAME] PRODUCTIONS

Assistant to Head of Business Affairs (dates)

- Assistant to Executive Producer [NAME] during production of Universal project [PROJECT NAME].
- Planned executive schedule; maintained call sheet, submissions log, weekend read list; generated coverage, brief summaries, pass lines; rolled calls.
- Tracked projects, solicited submissions, drafted notes on projects.

WARNER BROTHERS

Assistant to Producer (dates)

- Assistant to [NAME] through pre-production of Warner Bros.' project [PROJECT NAME].
- Contacted below-the-line agencies, solicited resumes, coordinated schedules with production office and studio.
- Aided Director, Line Producer, Production Designer and other production staff as needed.
- Planned executive schedule, maintained daily call sheet and rolled calls.
- Assisted in development, critically reading script submissions and generating coverage.
- Participated in weekend read meetings and general meetings with writers.
- Coordinated internship program soliciting resumes, interviewing candidates, hiring, and managing intern staff.

ADAMS PRODUCTIONS

Development Intern (dates)

- Generated coverage on script submissions; did research for projects in development.
- Provided company-wide assistance during post-production on Warner Bros.' release [FILM TITLE]

RESEARCH ASSISTANT FOR PROFESSOR

- Assisted Harvard scholar [NAME] in editing scholarly works, specifically [TITLE].
- Performed research and translation of [PROJECT].
- Helped maintain Prof. [NAME] offices, contacts, and schedule.

EDUCATION

Harvard University

- A.B. *Cum Laude* in Literature, [DATE].
- Completed undergraduate thesis on [FILM TITLE]

ACTIVITIES, SKILLS, AND INTERESTS

Editor, [NAME] magazine:

[DATES]

Actor, Hasty Pudding Theatricals

[DATES]

Director [CIVIC ORGANIZATION]

[DATES]

Computer Skills: Windows/Mac, Word, Excel, Outlook, Filemaker Pro, Adobe Pagemaker/Photoshop.