

PROFESSIONAL HISTORY

Candle Media | Beverly Hills, CA 02/2025 – Current
Executive Assistant to CFO – Salil Mehta

- All responsibilities required of the below Hallmark Media position w/o the creative responsibilities.

Hallmark Media | Studio City, CA 09/2022 – 05/2024
Executive Assistant to EVP of Programming and Development – Lisa Hamilton Daly

- Maintain busy executive calendar, coordinating large, multi-company Zoom or Teams meetings. Coordinate and prepare for visiting talent & executives.
- Manage international and domestic travel itineraries including hotels, car services, VIP reservations, concierge services, travel agents, & point programs.
- Answer heavy call volume, roll calls, distribute messages, direct/gate keep inquiries, and coordinate executive communication.
- Generate/distribute executive documents, pitch documents, memorandums, financial statements, and creative documents.
- Oversee the planning, coordination, payment, and execution of offsite department meetings and gatherings containing 50+ employees.
- Ensure proper release forms are signed and logged to track all creative material submitted to my executive.
- Facilitate all in-office meeting preparation and coordination with visiting talent and C-suite executives.

Development Assistant to VP of Programming – Bart Fisher (Responsibilities promotion alongside EA position to EVP) 03/2023 – 05/2024

- Under the guidance of VP, hone creative and development skills by preparing notes on submitted outlines and drafted scripts.
- View dailies/make creative recommendations (example: continuity errors, styling, wardrobe, shooting errors, lack of coverage, etc...).
- Review creative submissions and make recommendations to/for programming development considerations.
- Maintain Rightsline database for each project assigned, communicating all key staff roles per production, casting, screening and delivery dates, along with tracking writer payments per WGA standards.
- Obtain and distribute copy-write clearances, cast and crew lists, production schedules, etc.
- Coordinate script coverage with readers and maintains project tracking docs.

Eleventh Hour Executive Staffing Firm | Los Angeles, CA 12/2019 – 09/2022
Temporary Executive Assistant to High Level Entertainment Leads

Please refer to list of shared tasks under the most recent Executive Assistant position.

- **Lionsgate Motion Picture Group** – Executive Assistant to Strategy & Intelligence Leads, *Amanda Kozlowski & Whitney Harris (w/ additional support to entire DS&I vertical)* (6 months)
- **Creative Artists Agency** – Executive Assistant to Motion Pictures Technology Executive *(Yvonne Chavez)* & Music Touring Technology Executive *(Priya Chandramouli)* (5 months)
- **Starz (Lionsgate)** - Assistant to the SVP of Original Programing *(Alice Koblin)* (2 weeks)
- **Lionsgate** - Exec Assistant to the CHRO *(Ross Pollack)* & EVP, HR *(Anita Noe)* (1 month)

All In Films/Michelle Danner Acting Studio | Mar Vista, CA 12/2018 – 12/2019
Executive & Creative Assistant to Producer & CEO

- Work hands on with creative team to prepare pre-production documentation (Executive Summaries, Pitch Decks, Casting Looks, Character Breakdowns, Production Scheduling, Budgets, etc...).
- Organize and facilitate communication with talent agencies and managers to send offers to A-Level Talent.
- Coordinate team of interns in office and educate them on the day-to-day work of the production office.
- Assist with Scripted Development of high-priority optioned feature-length screenplay content.
- Adhere to the highest degree of professional standards and confidentiality in matters that require the utmost discretion.

The Ellen DeGeneres Show | Burbank, CA 09/2018 – 12/2018
Field/Office Production Assistant

- Assist the in-studio and field production teams with all tasks required to ensure cut-away content is filmed for the show.
- Reported directly to the head Field Producer, Robert Johnson, and UPM, Sal Ruggiero, dealing with A-list Talent

Status Media & Entertainment | Los Angeles, CA 07/2016 – 09/2017
Intern -> Admin Assistant to Producer & Director

- General assistant tasks including scheduling, call rolling, travel coordinating, organizing front office, stocking the office with necessary items, etc...
- Booked crew, low-level talent/background actors, production necessities, vehicles, equipment, etc...
- Provided event coordination support for film premiers including venue, meals, snacks arrangements, logistics, etc...

RELEVANT EXPERIENCE

International Screenwriter's Association | Los Angeles, CA 09/2017 - 09/2018
Remote Screen & Teleplay Analyst

Cinelou Films | Los Angeles, CA 06/2018 - 09/2018
Scripted Development Intern

EDUCATION

Pepperdine University | Malibu, CA (May 2024)
M.A. – Applied Psychology: Media Studies
Northern Arizona University | Flagstaff, AZ (May 2016)
B.A. - Creative Media & Film: Screenwriting
Saddleback College | Mission Viejo, CA (December 2022)
A.A. Psychology
A.A. Sociology

APPLICATIONS/SKILLS

- All relevant office/document/group work applications
- Zoom/Teams Apps, High-Level Mtg Coordination, & Call Rolling
- Concur Expense & Travel Portal, Paycom, Frame.io, Onedrive, etc...
- Final Draft, Final Cut, & Adobe Editing Suite
- Rightsline, Frame.io, Scenechronize, Sharefile, Movie Magic Budget/Prod
- Production/Event Coordination, Vendor Booking/Coordination
- Scripted Development, Movie Development, Brand Incorporation

CONTACT

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