

HANNAH SCHOEN

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EDUCATION

Bachelor of Arts Degree in Cinema and Television Arts; Minor in Criminal Justice Studies
Elon University, Elon, NC.

May 2023
GPA: 3.8

EXPERIENCE

The ESI Network (Talent Management) – Assistant and Social Media Manager – Los Angeles, California

Present

- Provide administrative support such as answering phones, scheduling meetings, composing memos/correspondence, organizing inventory, answering e-mails, tracking expenses, processing mail, and calendar arrangement.
- Input actor's auditions, book-outs, breakdowns, and legal information.
- Interface with high-level industry players to obtain confidential material and various waivers.
- Closely monitor trends in digital media, social media, and the entertainment industry landscape.
- Procure and research brand deals and new opportunities for current clients.

CALICO Productions - Creative Production Intern - Los Angeles, California

May 2022-August 2022

- Read/evaluated scripts and provided extensive script coverage.
- Conducted research for future projects & on industry trends.
- Created multi-media pitch decks, treatments, and loglines.
- Tracked and maintained tasks status, clearance notes, production timelines, contact databases.

Prodigy Public Relations - PR Intern - Santa Monica, California

May 2020- August 2020

- Assisted with internet market research and analysis.
- Created talent schedules for events/shoots.
- Compiled writer, director, and actor lists.
- Developed materials like one-sheets, press roundups, newsletters etc.

Elon After Hours - Writer, Host, Member – Elon University

September 2020- May 2023

- Collaborated with student writers on a late-night comedy show for campus TV station.
- Ran weekly meetings where peers brainstormed ideas to create successful jokes.
- Booked each in-studio session, helped to retain talent, and monitored the progress of segments and blocks.
- Maintained and distributed weekly production schedule and deliverables.

PRODUCTION/ON-SET EXPERIENCE

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|---|--------------------------------|
| • “Spotlit Clutter” – Producer – 4085 Productions - CA | September 2023 - November 2023 |
| • “You’re a Winner” – Script Supervisor – VisionRey Productions - CA | November 2023 |
| • “Celebrating Frank Gehry” – Production Assistant – Sequoia Productions - CA | October 2023 |
| • No-Name Management/Productions – Production Assistant – CA | September 2023 |
| • “Incomplete” – Producer – NC | August 2022 – May 2023 |
| • “God’s Favorite Angels” – Script Supervisor – CA | August 2023 |
| • “Pitch it to Me” – Producer – NC | July 2022 - September 2022 |
| • “Home Sweet Us” – Writer/Producer – NC | |

SKILLS

- **Social Media:** Instagram, Snapchat, Twitter, LinkedIn, Facebook, Pinterest, TikTok, YouTube.
- **Other:** 60 WPM; Budgeting/Bookkeeping; Website Design; Script Coverage; Movie Magic Budgeting & Scheduling; MS Office, Word, Excel, Outlook, PowerPoint, Keynote, Teams; Slack; Google Suite, Calendar, Gmail, Spreadsheets, Docs, Slides; Canva; Windows, Mac; Apple Products; Adobe Photoshop, Premiere, Illustrator, Acrobat; Zoom; ChatGPT; Casting Network, Breakdowns, Meta Business Suite

WORK HISTORY

Waitress

2019-2023

Mail Room Employee

September 2022-August 2023

