

Eliana Gottesman

New York, NY
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EXPERIENCE

Theater/Film Producer, Personal Assistant - May 2023 - present

- Calendar and inbox management
- Books travel and coordinates logistics
- Works in partnership with members of exec's production company
- Handles confidential material and correspondence

Retired Citi Foundation CEO, Personal Assistant - Jan 2022 - present

- See responsibilities above

Broke As A Joke, Writer/Producer - Sept '22 - December '22

- Assisted with script and story development, including draft formatting
- Spearheaded the organization of the project's industry workshop
- Researched and secured location, crew, and props for workshop
- Served as director, leading rehearsals w/ cast of Equity actors for workshop
- Advertised event via multiple platforms and secured over 50 RSVPs

Left/Right Productions - Indefensible, Post Asset Producer - July - Oct '22

- Edited transcripts and scripts to reflect latest cut
- Completed interview selects and paper cuts
- Assisted with VO copywriting
- Supported editors and EPs within Avid

Left/Right Productions - Indefensible, Associate Producer - Feb - Sept '22

- Conducted in-depth exploratory & topic specific research
- Completed network-facing write-ups, outlines, and pitch decks
- Conducted targeted outreach, booking, and pre-interviews
- Requested relevant files and materials
- Assisted EP in the field, adapting to ever-changing circumstances

ScriptUp, Script Advisor/Blog Writer - Dec 2021 - present

- Completes script coverage reports
- Generates loglines and synopses
- Shares direct verbal feedback with writers & production companies
- Ghostwrites blogs focused on the craft of writing for ScriptUp and Celtx

Truly Original - Would I Lie To You, Writers' Assistant - Sept '21 - Dec '21

- Led interdepartmental administrative/organizational systems
- Proofed and formatted drafts & show scripts
- Collaborated w/ EPs on day-of script and segment updates

Love Stories TV, Script Writer - Jan 2022 - April 2022

- Writes episode scripts for brand's YouTube and Snapchat channels
- Adapts blog post material into VO and text graphics

Netflix - Kaleidoscope, Production Assistant - Sept 2021 - Oct 2021

- Communicated with Key PA and assisted with on-set duties
- Executed COVID testing set-up, organization, and enforcement

EDUCATION

Birkbeck College, University of London, Master's in Screenwriting

September 2019 - September 2020

Graduated with first-class honors

New York University, Tisch School of the Arts, BFA in Theatre

August 2013 - May 2017

Graduated with cum laude honors

CREATIVE

Head Writer for sketch group *Friends with Dads* (2016-17)

Member & Leader of improv troupe *Home Improvement* (2014-17)

Improv 101-301 at *Upright Citizens Brigade*

Playwright with work selected & performed at events including *Scatterbrained Festival*, and *Am I Write Ladies?*

SKILLS

Final Draft, Highland 2, Celtx, Adobe, Canva, WordPress, Avid, Frame.io, Final Cut, LexisNexis, Google Suite, Microsoft, Zoom, Slack, Scripto, Wix

Proofreading, copyediting, copywriting, creative writing, screenwriting, improv, sketch comedy, social media management, driver's license

Presto Media, Ghostwriter — Oct 2019 - August 2020

- Wrote short and long-form articles/blogs for clients including IcePop, Yahoo, & Ask, spanning subjects including: entertainment, human interest, science
- Shifted seamlessly between client style guides
- Sourced, resized, and edited photos using Photoshop & Canva

GoDaddy, Content Writer/ Brand Specialist — Jan-June 2019

- Created biweekly content across social platforms for over 250 clients
- Monitored social media content performance
- Generated custom brand kits for new clients: logo design, content strategy, brand voice, website copy with Adobe

Camp Akeela, Asst Program Director — June - Aug 2019

- Planned and executed over 20 original programs and coordinated day-to-day logistics for children aged 10-18
- Organized groupings and schedule of events on Excel
- Oversaw programming and provided feedback to staff members