

Elena Lianne Schwam

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EDUCATION

Barnard College, Columbia University | New York, NY Bachelor of Arts, May 2019

Major: Film Studies *Minor:* Political Science *GPA:* 3.62

Academic Honors: Dean's List (Fall 2015, Fall 2016, Spring 2017, Fall 2017, Fall 2018, Spring 2019)

DKA Cinema Society, Mu Chapter (inducted Spring 2017)

FAMU | Prague, Czech Republic Spring 2018

Coursework in film production (16mm), cinematography, film studies

EXPERIENCE

Myriad Pictures | Los Angeles, CA | *Executive Assistant to CEO* Jan 2021-Present

- Perform administrative duties for CEO inc. rolling calls, scheduling, planning market calendars (Cannes, Berlin, AFM)
- Maintain development, submission, and talent grids for all projects, incl. ~25 films in development
- Provide script notes, casting ideas; maintain contacts database of >15k; reorganized office filing system
- Hire, supervise, and manage development interns, assign script coverage, and plan all internship programming

Putnam Partners | Washington, D.C. | *Production Coordinator & Assistant Editor* Aug 2020-Dec 2020

- Coordinated all post-production for TV and radio spots for ~50 progressive candidates inc. edit, color, music, mix
- Lead daily company-wide production call, determined internal and external scheduling
- Edited footage for clients through Two Frame Post; created system for data ingestion and external drive organization

Storytime Productions | New York, NY / Venice, CA | *Part Time Development Assistant* May 2019-July 2020

- Provided feedback on screenplays, stage plays, book draft; produce staged reading for Prof. Loren-Paul Caplin

The Colony | New York, NY | *Production Intern* Oct-Dec 2019

- Provided feedback on written and filmed work; researched locations and crew for shoots; answered phones

Marc Platt Productions | Universal City, CA | *Development Intern* Summer 2018

- Wrote coverage on 3x scripts per day across diverse genres (incl. musicals, TV, film, etc.)
- Conducted research for upcoming and proposed projects; assembled materials for Production Team
- Contributed to weekly production meetings to discuss ongoing projects on 12-member team
- Provided general administrative support, answered phones, and greeted clients

Sen. Charles E. Schumer (D-N.Y.) | Washington, DC | *Production & Legislative Intern* Summer 2017

- Edited video for all Dem. Senators' social media, recorded live interviews and web content in TV and radio studios
- Clipped and captioned film, set up press conferences in the Capitol for the Senate Democratic Media Center

Intl. Academy of Television Arts & Sciences | New York, NY | *Research Intern* Jan-Apr 2017

- Researched national and international production companies, verified Emmy Award submission information
- Screened 200+ television entries for quality; recommended edits to closed captions

Popular Belief: Faith & the Power of Credulity | *Producer, Director, Editor* June 2015

- Managed all production logistics for 39-minute documentary film on religion, credulity, and scandal
- Researched, prepared, and conducted 10 full-length interviews (10 hours of footage) with witnesses
- Shot and edited all footage; developed art in line with Amazon Prime requirements; met with HBO Doc. Films

Adventure Theatre MTC | Bethesda, MD | *Office Intern* Summer 2016

- Managed Excel spreadsheets; contacted potential donors; provided general office support; wrote press releases

Fur Face Films | Bethesda, MD | *Intern & Production Assistant* Jun 2014-Aug 2016

- Shot B-roll (DSLR) and publicity stills for documentary feature
- Edited content on *Final Cut Pro X* and *Adobe Premiere CC*; transcribed and logged footage
- Developed cross-platform marketing content; created spreadsheets, contacted festivals/groups to schedule screenings

TECHNICAL SKILLS

Film: Final Cut Pro X, Adobe Premiere Pro CC, Canon DSLR, Sony A7S, ARRI Red, Lumix GH5, Zoom H4N, Snap-Stream, Media Central

Other: Multi-line phone systems; Rolling calls; Scheduling; Script coverage; Screenwriting; Social media; Microsoft Office and Mac Suite; Google Suite; Transcription; Social Media; Fast notes; Wrike; Slack; Music sight-reading