

Elena Lianne Schwam

elenalianne@gmail.com | 240.370.4124 | elenaschwam.com

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 6/7 eligible semesters. *DKA Cinema Society*, Mu Chapter

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-Dec 2020

- Coordinated all post-production for TV and radio spots for ~50 progressive candidates inc. edit, color, music, mix
- Led 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 *Part Time Development Assistant* May 2019-July 2020

- Provided feedback on screenplays, stage plays, book draft; produced staged reading

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

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

- Wrote coverage on up to 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

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

- Shot B-roll (DSLR), publicity stills; edited on *Final Cut Pro X* and *Adobe Premiere CC*; transcribed and logged footage

TECHNICAL SKILLS:

Filmmaking/Photography: Final Cut Pro X, Adobe Premiere Pro CC, Canon DSLR, Sony A7S, ARRI Red, Lumix GH5, Zoom H4N, SnapStream, Media Central. **Office/Marketing/Other:** Multi-line phone systems; Rolling calls; Scheduling; Script coverage; Screenwriting; Social media; Microsoft Office and Mac Suite; Google Suite; Transcription; Fast notes; Wrike; Slack; Music sightreading