

Lauren Guinnip

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Detail-oriented writer with five years office experience as an administrative assistant and a PA, with a passion for development. Excellent time management skills without sacrificing quality or communication.

EXPERIENCE

Fremantle Media | Los Angeles, CA *August 2021 - Present*

Post PA, America's Got Talent, AGT Extreme and The Great Christmas Light Fight

- Point person for all transcriptions, prepare footage and manage workflow with outside vendors.
- Script sync all transcriptions for Producers and Editors and communicating when footage is in.
- Log all footage from the field and organize media to be wiped and returned to multiple crews.
- Organize digital and physical assets.

Drexel University, Dean's Office | Philadelphia, PA *September 2016 –2019*

Administrative Assistant

- Organized/scheduled office meetings and coordinated six Academic Advisors' schedules.
- Headed the front desk while answering incoming calls , facilitating transfers, and managing day to day inquests from students, professors, and faculty.
- Planned and organized team conferences, luncheons, and parties monthly.

Apostle Pictures | New York, NY *January – March 2018*

Office PA

- Maintained Google calendars for two comedians that the company manages.
- Successfully increased media exposure while orchestrating social media accounts for comedians.
- Operated sound equipment and manage props department for a web series the company produces.
- Wrote script coverage for features, pilots, and novels per producer's instructions.
- Arranged travel and hotel accommodations for comedians on tour.

NorthSouth Productions | New York, NY *September – December 2017*

Comedy Development Intern

- Worked closely with the VP and Director of Comedy Development assisting in creating pitch decks, sizzles, and story boards for comedic projects.
- Reliably prepared for meetings both with research and setting up conference rooms as well as sitting in on meetings to take notes and give input.
- Researched material and topics for future or current scripted and unscripted projects.

Berlanti Productions | Los Angeles, CA *Summer 2017*

Office Intern

- Wrote script coverage while meeting deadlines and specific instructions.
- Professionally answered inquiring calls while facilitating transfers and helping to resolve issues.
- Ran a broad range of errands around the Warner Bros lot and LA when needed.

SKILLS

Programs: Final Draft, Adobe Suite, Google+, Microsoft Office Suite, AVID, Canva, Keynote

Office Skills: Script Coverage, Rolling Calls, Social Media, Phone Coverage, Script Sync

Special Skills: Script Supervisor, Creative Writing, Party Planning, SWAG Bag, Trivia, Hairdresser

EDUCATION

DREXEL UNIVERSITY | B.S. in Screenwriting & Playwriting

June 2019

Minor in Art History & English