

Joey Newfield

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Glendale, CA

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OBJECTIVE

Hard-working, dedicated professional looking to apply a variety of office and on-set-related experience in the entertainment industry to the role of an Assistant. I've worked on many projects, written several pilots and features, and advanced in multiple writing competitions. Most recently, I was featured on Ron Howard and Brian Grazer's Imagine Impact App, selected for Roadmap Writers' LGBTQIA+ Initiative, and named a finalist for Netflix's Writing Program. I recently moved back to LA and am returning to the entertainment industry after working remotely for a couple years while helping an ill family member during the pandemic.

SUMMARY

- Project Management
- Self-Motivated & Self-Starter
- Research & Development
- Liaison to Management
- Shotgun & Maya Proficient
- Script Coverage
- Thrives in Fast-Paced Environment
- Writers' Room Notes
- Deadline & Detail Oriented

EDUCATION

- **Florida State University** – BA Theatre, BS Computer Science, Minor Creative Writing (Cum Laude, 2015)

EXPERIENCE

Freelance, Various, US

May 2019 – Present

Writer & Sound Mixer/Designer/Editor

- Edited Scripts and UX and used Final Draft to write scripts and pitch jokes and stories for clients
 - Credits: Freelance for DreamWorks; commercials; script picked up by Ravendesk Entertainment
- Mixed sound on set for features and TV shows for companies such as HBO Max, Hulu, and HGTV
- Used Adobe Creative Suite to edit films and commercials and design, edit, and mix sound for clients

SIDE Inc, Los Angeles, CA/Remote

May 2020 – Jan 2023

Executive Assistant

- Handled all administrative duties for the #10 real estate team in the country according to the WSJ
- Scheduled all appointments for necessary parties, from open houses to final walkthroughs
- Monitored deadlines and provided notices to appropriate parties when necessary

Nickelodeon Animation Studio, Burbank, CA

Oct 2018 – May 2019

Writers' Assistant

- Shadowed the Writers' Assistant for *Glitch Techs*, then took over the role
- Tracked, formatted, updated and conformed every draft and rewrite of the script
- Supported the writers and showrunners and was their liaison to production
- Attended brainstorm, script, and story sessions, took detailed notes, and distributed them

Nickelodeon Animation Studio, Burbank, CA

Aug 2017 – Oct 2018

Executive Assistant, Current Series & Development

- Actively managed and scheduled 1 VP and 2 Directors with their calendars in Microsoft Outlook
- Coordinated domestic and foreign travel arrangements for the team
- Facilitated the distribution of material and information to the team and throughout the company
- Provided notes, guidance and structure on story materials, script drafts, animation, music, and casting
- Built relationships within the company to create a healthy and professional workflow

SKILLS

Microsoft: Word, Excel, OneNote, PowerPoint, Outlook

Screenwriting & Notes: Final Draft, WriterDuet, Celtx

Meeting Systems: BlueJeans, Google Hangouts, Zoom

Messenger: Slack, Skype, Groupme, Whatsapp

Adobe: Photoshop, Premiere Pro, InDesign, Illustrator

Operating System: Mac & Microsoft (85WPM)

Programming: Swift 4, Objective-C, Ruby, Python

Comedy: Groundlings (Lab), UCB (Advanced Study)