

# LARISSA SALAZAR

[linkedin.com/in/larissagsalazar](https://www.linkedin.com/in/larissagsalazar)

(475) 231-0382

[larissa.gsalazar@gmail.com](mailto:larissa.gsalazar@gmail.com)

## WORK EXPERIENCE

- Fremantle, *Executive Assistant to Showrunner/Producer (Unscripted TV)* Aug 2022 – Dec 2023
- Performed administrative tasks such as scheduling, rolling calls, data entry, data tracking, preparing expense reports, crafting pitch decks
  - Coordinated travel; planned and executed various events, meals, screenings, appointments, and run-throughs
  - Assisted and supported production for multiple TV shows for networks such as CBS, ABC, and NBC
- Fremantle, *Scripted Development Intern* June 2022 – Aug 2022
- Covered books & scripts, evaluated IP for development consideration and viability in TV
  - Reported on readings in weekly meetings to recommend material
  - Researched writers and various other talent for lists to be used in pitches
- Various Professional Independent Films, *Production Department (Freelance)* Aug 2018 – May 2022
- Accomplished many projects in different roles including PA, Key PA, Production Coordinator, and 2<sup>nd</sup> AD
  - Provided overall support to production: transported equipment and footage, kept common areas clean, facilitated communication between departments, managed talent needs, handled paperwork, delegated tasks to assistants
  - Totaled more than 1,200 hours of work on set in addition to being a full-time student
- Maximum Effort, *Film & TV Development Intern* March 2022 – Aug 2022
- Submitted daily coverage on multiple content forms (books, scripts, podcasts, comics, short stories)
  - Researched current IP and created reports on potential content
- QC Entertainment, *Development Intern* Sept 2021 – Dec 2021
- Covered 2 scripts per week, explored story and marketing potential
  - Reviewed and evaluated IP for development consideration
  - Covered a coordinator desk: rolled calls, scheduled meetings, conducted research and data entry
- Management, *Development Intern* Sept 2021 – Dec 2021
- Prepared weekly pitches on available IP and original ideas for development
  - Covered 1-2 scripts per week
  - Supported project development by researching potential talent and assembling databases
- Entertainment Lab, *Talent Management/Production Intern* Aug 2020 – Nov 2020
- Researched talent via Breakdown Express, LA Casting, and IMDbPro accounts
  - Delegated tasks to a team of 3 to send and schedule client auditions
  - Pitched to and communicated with producers weekly

## EDUCATION

- Chapman University
- **B.F.A. Film Production**, Directing Emphasis Sept 2018 - May 2022
  - **B.A. Peace Studies**, Peace Through Storytelling Emphasis Sept 2018 - May 2022
  - 3.8 GPA, Merit Scholarship: based on academic achievement and talent
- Peace Studies Union, *President* Aug 2020 – April 2022
- Delta Kappa Alpha Professional Cinema Fraternity, *Philanthropy Chair* Feb 2019 – Dec 2019
- Academy of Motion Picture Arts and Sciences, *Gold Rising Intern* June 2022 – Aug 2022
- Completed an eight-week intensive professional development program
  - Attended weekly panels, networking events, and screenings with the Academy's network
  - Continues to stay involved via the Academy's Gold alumni network and events

## SKILLS

- Spanish (Intermediate), Final Cut Pro, Photoshop, Premiere, Microsoft Office, MM Budgeting & Scheduling, Desk Coverage, Conflict Mediation, Academic Research