

Jeremy Howe

📍 Los Angeles, CA ✉ jeremyhowe56@gmail.com in <https://www.linkedin.com/in/jerhowe/>

Executive Assistant with extensive experience in supporting high-level executives in the entertainment industry. Proven track record of managing complex schedules, coordinating international travel, and providing strategic insights to enhance business operations. Adept in script evaluation and communication with A-list talent.

Professional Experience

BAD WOLF

2023 - 2024

Executive Assistant to CCO

- Assisting international scripted business of Chief Creative Officer.
- Provide coverage, evaluation, talent consideration, notes and response drafting for incoming submissions/materials and development across a slate of projects in varying phases.
- Managing travel, expenses, and team-wide communication for heavily international schedule across US/UK time zones.

CAA

2021 - 2023

Executive Assistant to Co-Founder

- Assist in business of a department founder/head involved in Digital Media, Television, Film, and Finance.
- Phones, scheduling, coordinating meetings, preparing expense reports, managing bookings & invoicing, producing correspondence, daily communication, booking and managing travel, drafting and sending submissions, special projects, and personal assistance.
- Provide insight, business strategy, and content slate research to companies in entertainment, social media, and finance spaces.
- Service client roster of Oscar-winning writers, showrunners, directors, and A-List talent by assisting in deal, pitch, and outreach process for client scripts, materials, etc.

IMMORTAL CINEMAS INTERNATIONAL

2020 - 2020

Scripted Intern

- Coverage and script evaluation, sourcing materials for adaptation.
- Evaluation of rough to final cuts on documentary footage.

LIONSGATE STUDIOS

2019 - 2019

Scripted Intern

- Oversaw incoming scripts and provided coverage for Liongate's digital platform Studio L.
- Coordinator of data transfer and grid creation during 3Arts acquisition.
- Administrative support, research, and state-of-industry reports to wider team.

Projects

Education

Loyola Marymount University

2016 - 2020

B.A. School of Film and TV | Animation

- Screenwriting, Animation Development, Studio Pitching
- Experience in all levels of Animation Production Pipeline + Pitch process.
- Knowledge in 2D, 3D, Character Design, and Storyboarding.

Skills

Software

Office Suite, Adobe Creative, Premiere, Final Draft