

amycarmichael

work experience

01/22 – present

CREATIVE MARKETING MANAGER

Inspira Physical Therapy and Wellness
Brooklyn, NY

Designing and writing monthly **company newsletters** with new promotions, podcast episode and partnerships. Weekly delivery of graphic content for digital and print marketing purposes using **Adobe Photoshop, Lightroom and Illustrator**. Management of company website with **custom code** and **WordPress**.

April - November 2021

ASSISTANT TO SHOWRUNNER / EXECUTIVE PRODUCER

JIGSAW, Netflix
New York City

Made episodic script changes and distributed new drafts to all production and studio heads. Created pitch decks using **Adobe Photoshop and Lightroom**. Coordinated daily and weekly between showrunner, Head of Departments and **international VFX** teams. Attended all meetings and distributed meeting notes to 50+ participants. Led communication with Netflix TV executives

July 2019 – April 2021

ASSISTANT TO TALENT MANAGER

Circle of Confusion
New York City

Daily maintenance of company website using **WordPress**. Writing new pitch material for 100+ clients. Using **Adobe Lightroom** to color correct and edit client headshots. Using **Adobe Final Cut Pro X** to edit client audition tapes. Served as the key point of contact, in all aspects, for clients Ana Gasteyer, Helena Howard, Tony Revolori, Tory Kittles and Simon McBurney. Pitched clients to casting directors and their associates. Attended all major showcases and plays and successfully flagged new talent to sign.

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Brooklyn, NY

certifications



August 2022

HTML, CSS, AND WEB DESIGN CIRCUIT

General Assembly



August 2022

UX DESIGN CERTIFICATE

Google

toolkit

Adobe Illustrator
Adobe XD
Figma
Adobe Photoshop
Adobe Lightroom
HTML
CSS
JavaScript

skills

UI Design
Journey Mapping
Information Architecture
Wireframing
Lo-fi + Hi-fi Prototyping
Ideation
Copywriting
Project Management

education

class of 2018

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Film & Media Studies; English; UC Education
Abroad Program, Bordeaux, FR.

summer 2016

UNIVERSITY OF SOUTHERN CALIFORNIA

School of Cinematic Arts, Summer