

amycarmichael

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certifications

Front-End Web Development, General Assembly – Aug 2022

work experience

CREATIVE MARKETING MANAGER

January 2022 – present

Inspira Physical Therapy, Brooklyn

Daily managing of company Instagram and Facebook. Creating monthly social media, podcast, newsletters and workshop schedules. Organizing and tracking monthly marketing budget. Weekly delivery of embedded marketing for small business to promote services to current and former clientel. Creating marketing graphics using Photoshop, Canva and Final Cut Pro X. Purchasing new digital camera for company to enhance YouTube content. Capturing social media content (photos and video)–lighting, camera, editing. Creating new working systems and guides for various staff positions. Hiring new physical therapist, receptionist and social media manager.

ASSISTANT TO SHOWRUNNER / EXECUTIVE PRODUCER

May – November 2021

JIGSAW S1, Netflix, New York City

Oversaw correspondence between showrunner–Eric Garcia–and Head of Departments to finalize episodic details. Efficiently coordinated meetings between Netflix and Automatik and created meeting agendas accordingly. Headed showrunner and director meetings during initial casting of series regulars. Translated and distilled the business end of production to showrunner in order to fasttrack creative decisions and changes. Adapted to the various changes through production (re-casting of principal cast; vaccine mandate; hiring of new director). Effectively worked simultaneously on prep, production and post-production on set and in the production office.

IN ADDITION– Created several series pitch decks and documents for Eric Garcia using Lightroom and Photoshop. Used personal industry contacts to connect with various creatives and producers to attach to developmental projects.

ASSISTANT TO TALENT MANAGER

July 2019 – April 2021

Circle of Confusion, New York City

Served as the key point of contact, in all aspects, for clients Ana Gasteyer, Helena Howard, Tony Revolori, Tory Kittles and Simon McBurney. Held consistant communication with active production, producers, studios and agencies on behalf of clients. Introduced new department-wide system to track casting on all current and future features and series. Pitched clients to casting directors and their associates. Kept a record of incoming company-wide open lit assignments to target for clients–for the possibility of packaging talent clients with developing projects. Attended all major showcases and plays and successfully flagged new talent to sign. Edited and submitted clients’ audition tapes.

EXECUTIVE ASSISTANT

April – May 2019

Scott Rudin Productions, New York City

Rolled a high-volume of daily calls–between 100-150 calls. Arranged incoming and outgoing literary, theatrical, and new media submissions into daily and weekend take-homes for Rudin. Helped manage Rudin’s calendar between on-going rehearsals, development meetings, publicity meetings and production meetings. Arranged daily ground transportation. Retained high exposure and familiarity with all major players in the industry.

education

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Class of 2018

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

UNIVERSITY OF SOUTHERN CALIFORNIA

June-Aug 2016

School of Cinematic Arts, Summer Program

skills + expertise

Adobe Photoshop, Illustrator, Lightroom | Figma | HTML | CSS | JavaScript | Professional writing | Communication