

# amycarmichael

Brooklyn, NY | amycarmichaelprod@gmail.com | amycarmichael.me | (C) 562-714-6300

## certifications



Google,  
UX Design Certification



General Assembly,  
HTML, CSS, and Web Design Circuit

## work experience

### CREATIVE MARKETING MANAGER

January 2022 – present

Inspira Physical Therapy and Wellness

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**.

### ASSISTANT TO SHOWRUNNER / EXECUTIVE PRODUCER

May – November 2021

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 and ground production team.

### ASSISTANT TO TALENT MANAGER

July 2019 – April 2021

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.

### EXECUTIVE ASSISTANT

April – May 2019

Scott Rudin Productions, New York City

Working with **international** publicity and production teams on over 12 ongoing projects. Arranged incoming and outgoing literary, theatrical, and new media submissions into daily and weekend take-homes for Rudin. Rolled a high-volume of daily calls-between 100-150 calls. Managing Rudin's calendar between on-going rehearsals, development meetings, publicity meetings and production meetings.

## 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

## skills + expertise

