

ZACHARY HERWITZ

JavaScript && React && jQuery && mongoDB && Photoshop/XD/Premiere && PostgreSQL && SASS

[LinkedIn](#) || [gitHub](#) || [imdb](#) || [portfolio](#) || [Email](#)

301.367.9821

PROJECTS

d|STRO: Developed film-facing management and distribution app, using mongoDB, Express, and React.

HAO.LY: Created a responsive and mobile-friendly Chinese language-learning app using jQuery.

RootStock: Collaborated on a FinTech portfolio manager built using mongoDB, Express, and AngularJS

SAT App: Pair Programmed a SAT Question generator using PHP, PostgreSQL, and React.

FILM/TV EXPERIENCE

Production Secretary

- Provided administrative and executive assistance and ran late shift operations for the production office.
- Acted as show's 'go-to' person for all internal and external communication or information distribution, including daily Call Sheets, 250+ person Crew Lists, and all sensitive script and legal materials.

'Halston' - NETFLIX

October 2019 - May 2020

'City on a Hill S1' - SHOWTIME

January 2019 - August 2019

Production Assistant (Office / Art / Set)

'City on a Hill S1' - SHOWTIME

October 2018 - December 2019

'Sneaky Pete S3' - AMAZON

October 2018

'Gotham' - WARNER BROTHERS

September 2018

'She's Gotta Have It S2' - NETFLIX

April 2018 - August 2018

'The Americans S6' - FX

October 2017 - April 2018

'Looming Tower' - HULU

February 2017 - October 2017

'Chopped' - FOOD NETWORK

March 2016 - January 2017

Clearance Coordinator - 'The Path' - NBC/Hulu

May 2016 - Dec 2016

- Coordinated, organized, and maintained record of all Production and Script clearances.
- Worked with writers and graphics in tandem with NBC legal to create background and featured copy.

Production Coordinator - UCB Comedy

July 2015 - Mar 2016

- Created pre-production books and prepared wrap binders for various clients.
- Point person for drafting and collecting crew contracts, talent agreements, and appearance releases.

Assistant to the Creative Director - UCB Comedy

Mar 2015 - Aug 2015

- Created pitch packets for network submissions.
- Assisted in arranging travel, lodging, and itineraries, and reconciled petty card expenses.

EDUCATION

Software Engineering Immersive, General Assembly

July 2020

Bachelor of Arts, Film, Vassar College