

ZACH HERWITZ

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

SKILLS

HTML/CSS/JavaScript && jQuery && mongoDB/express/node && Adobe Photoshop/Creative Suite && 一点中文

PROJECTS

Chinese Language App: Created a fully responsive and mobile-friendly Chinese language-learning app using Javascript and jQuery. [LINK](#)

d|STRO: Developed a retro-themed contact and group manager using Node.js, Express, and mongoDB. [LINK](#)

Third Project/App: Project description goes here...

FILM/TV EXPERIENCE

Production Secretary

- Provided administrative and executive assistance and ran late shift operations for the show's 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** - Producer: Donna Bloom

October 2019 - May 2020

'City on a Hill S1' - **SHOWTIME** - Producer: Amy Herman

January 2019 - August 2019

Production Assistant (Office / Art / Set)

'City on a Hill S1' - **SHOWTIME** - Producer: Amy Herman

October 2018 - December 2019

'Sneaky Pete S3' - **AMAZON** - Coordinator: Christa Paglieli

October 2018

'Gotham' - **WARNER BROTHERS** - Coordinator: Mary Kate Golding

September 2018

'She's Gotta Have It S2' - **NETFLIX** - Coordinator: Doug Poland

April 2018 - August 2018

'The Americans S6' - **FX** - Coordinator: Doug Poland

October 2017 - April 2018

'Looming Tower' - **HULU** - Coordinator: Doug Poland

February 2017 - October 2017

'Chopped' - **FOOD NETWORK** - Coordinator: Rebecca Scher

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 the NBC legal team 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