

Shastina Leonard

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SUMMARY

Seasoned writer and researcher working in entertainment. Utilizes attention to detail, organizational skills, excellent written and verbal communication, and multi-tasking.

EXPERIENCE

Creative Consultant, The Swedish Organizer; Chicago, Illinois — 2017-Present

Works remotely to pitch ideas and deliver articles for online content related to digital organizing and Scandinavian genealogy.

Comedy Writer, Grump Bucket Productions; Culver City, California — 2015-2018

Hired to write comedy sketches and jokes for national radio. Met once a month in person with producer for pitches and emailed jokes and sketches on a daily basis.

Writers' Researcher / Graphics Liaison / Script Coordinator / Production Assistant, Worldwide Pants Inc., Los Angeles, California 2006-2015

Worked at "The Late Late Show with Craig Ferguson" with the head writers to research news stories, contribute to monologue topics, find images for segments, fact check information, and a liaison between the writers, directors, and graphics department.

Production Assistant, Killer Productions, Los Angeles, California — 2007

Made production runs on "Jerry Lee Lewis: Last Man Standing, Live" for music equipment, assisted line producer on-set, brought tea to Jerry Lewis and helped him get around the set, filled out timesheets, and dropped off payroll.

Production Assistant, Comedy Central, Los Angeles, California — 2006

Worked on "A Night of Too Many Stars: An Overbooked Event for Autism Education"
Made runs for craft services, picked up production equipment, made phone calls for line producer, and watched Adam Sandler's dog.

EDUCATION

UCLA, Professional Screenwriting Program, L.A. CA — Advanced Certificate, 2009

Hawaii Pacific University, Honolulu, HI — Bachelor of Arts in Communication, 2003

SKILLS

Research, remote communication, writing, digital organizing, SEO, project management, Microsoft Windows and MacOS, editing, graphics, and can outsmart a honey badger