



# JAMIE ZIEMBA

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Los Angeles, CA



## EXPERIENCE

### WRITERS' ASSISTANT

DEC 2020 –  
JUL 2021

#### BETTER THINGS (FX - Season 5) / SLAM BOOK INC

- WA on *Better Things* and development projects for Pamela Adlon's company, including adapted works.
- For our virtual/remote room, transcribed & catalogued a full season of notes in Scrivener, coordinated Zoom schedule with bicoastal writers, managed a digital Miro board and built a Dropbox filing system.

### WRITERS' ASSISTANT

MAY 2018 -  
MAR 2020

#### HAWAII FIVE-0 (CBS - Seasons 9 & 10)

- Took & organized detailed notes in the Writers' Room and on studio/network calls.
- Helped write pre-beat sheets/outlines and gave notes on writers' drafts.
- Pitched story ideas in the room and conducted technical/cultural research.
- Maintained a season-long character arc continuity board and contributed to a series bible.

### WRITERS' ASSISTANT/ PRODUCTION ASSISTANT

AUG 2016 -  
APR 2018

#### SCORPION (CBS - Seasons 3 & 4)

- Promoted to Writers' Assistant after over a year as a Production Office PA, where I helped mentor new PAs/interns and wrote a Production Office Procedures Manual to train future support staff.
- As WA: took room notes, provided comprehensive pre-outlines & research for current/future episodes.
- As PA: directed calls from a high-volume desk, communicated with set crew and studio operations to quickly resolve in office or onstage issues, generated daily sides, distributed scripts and other paperwork, maintained a well-stocked kitchen/office supply inventory and catered office lunch.

### WRITERS'/OFFICE PRODUCTION ASSISTANT

APR 2016 -  
AUG 2016

#### SWEET/VICIOUS (MTV - Season 1)

- Worked on all stages of a 10-episode series from pre-production prep through production office wrap.
- Acted as Writers' PA & Office PA to organize lunch and other runs for writers/production staff.
- Opened the production office each morning, assembled day files, ensured full execution of all SAG cast contracts, tracked daily changes to the production report and set up for meetings/table reads.

### CASTING/DEVELOPMENT COORDINATOR

APR 2014 -  
APR 2015

#### HOT SNAKES MEDIA (Documentary/Reality Television Production Company)

- Developed new show concepts, wrote pitch treatments & episodic breakdowns and took notes during network calls for the Co-Owners of a rapidly growing NYC-based docu/reality production company.
- Managed calendars & produced weekly progress/expense reports for Development VP & Casting Director.
- Coordinated travel, secured locations/talent and created shooting scripts & call sheets for over 20 out of state sizzle reel shoots and executive casting trips.
- Scouted new talent, conducted preliminary interviews via Skype and edited network casting tapes.

### ASSOCIATE PRODUCER

DEC 2013 -  
APR 2014

#### AMISH HAUNTING (Hot Snakes Media - Destination America)

- On a scripted reenactment-based series, acted as Associate Producer/Script Coordinator to help Executive Producer write, proofread & breakdown scripts for production.
- Liaised between producers and ADs, post production and rights & clearance departments.
- Managed a small production office crew on location and helped cast 400+ actors, process talent releases/payroll paperwork & assist with wardrobe, hair & makeup.

### OFFICE/SET PRODUCTION ASSISTANT

JUL 2013 -  
NOV 2013

#### ELDER SKELTER (Hot Snakes Media - Investigation Discovery)

- During production: cast & wrangled background talent and arranged catered lunch/crafty on set.
- During post: generated network deliverables including annotated, fact-checked scripts & credit lists, watched cuts for clearance issues and secured acquired footage.

### DEVELOPMENT ASSISTANT

NOV 2011 -  
FEB 2013

#### LOVETT STORIES & STRATEGIES (Documentary Film Production Company)

- Developed a grant-based & crowd-sourced fundraising strategy, wrote successful grant proposals and identified/interviewed subjects & academic advisors for several social justice documentary projects.
- Wrote & designed blog posts for production company/film specific websites & social media accounts.



## EDUCATION

### UCLA

APR 2015 - DEC 2015

School of Theater, Film and Television Professional Program Certificate in Writing for Television Drama

### VANDERBILT UNIVERSITY

SEP 2007 - MAY 2011

Bachelor of Arts Interdisciplinary Degree in English & History; Minor in Studio Art  
*magna cum laude*



## SKILLS

- Final Draft, Scrivener
- Zoom, Miro
- Microsoft Office Suite
- Clear/Dax Cloud, Google Drive, Dropbox
- Kickstarter, Indiegogo