

ISABELLA NEUSTADT

SET PRODUCTION ASSISTANT CREDITS

Listen To Your Heart (Season 1) - ABC

Simi Valley, CA Jan-Feb 2020

The Pack (Season 1) - Amazon

Sherman Oaks, CA Dec 2019

America's Got Talent (Season 15) - NBC

San Diego, CA Nov 2019

The Bachelor (Season 24) - ABC

Agoura Hills, CA Sept 2019

High School Musical The Musical The Series (Season 1) - Disney

Burbank, CA Aug 2019

Disney Fairytale Weddings (Season 2) - Disney

Anaheim, CA Aug 2019

Rock The Block (Season 1) - HGTV

Los Angeles, CA July, Oct 2019

- Coordinated and collected large numbers of releases from workers and guests, both on set and in the field.
- Locked down locations during filming.
- Worked under AD in cueing talent.
- Readily handled difficult talent with a smile and kept talent at ease during hectic film schedule.
- Helped safely load in and out tech equipment.
- Responsible for driving company cars between locations and around set.
- Ensured hydration and food stations were stocked.
- Coordinated lunch orders.
- Ran errands as requested, including transporting equipment, mailing packages, restocking crafty and picking up lunch.
- Worked across departments to assist with various, constantly evolving tasks.

EXECUTIVE ASSISTANT TO CEO

Patriot Pictures, Los Angeles

Los Angeles, CA Aug 2018 - Mar 2019

- Read scripts under consideration, reviewed lookbooks and sales estimates to determine whether or not to recommend projects for production and/or financing.
- Delivered page by page notes on scripts to be shared with screenwriters.
- Created project tracking lists covering all phases of production to ensure deadlines were met.
- Actively participated in casting discussions, generated talent lists and drafted short-form casting offers to be sent to agencies.
- Managed CEO's calendar and day to day schedule.
- Coordinated team's domestic / international travel to film festivals and shoots.
- Transcribed meetings and handled phones, including screening, logging and rolling calls.
- Served as first point of contact for executives and talent.
- Performed any and all administrative duties to keep office running seamlessly.

CONTENT DEVELOPMENT INTERN

XYZ Films, Los Angeles

Feb 2018 - Aug 2018

- Provided coverage for scripts and films under consideration.
- Analyzed scripts in weekly content meeting with creative executives.
- Took notes during weekly content, slate and acquisitions meetings.
- Aided in market/festival materials prep.
- Conducted research for various projects, including market and talent searches.
- Compiled and distributes company-wide daily trade report.
- Performed administrative tasks, office duties and errands.

MARKETING & EVENTS DIRECTOR, PROMO TEAM MANAGER

McFadden's, San Diego

Aug 2016 - Sept 2017

- Implemented marketing/social media strategies to produce events that helped achieve 12 consecutive months of growth in year over year sales.
- Researched and analyzed local nightlife strategies; revised marketing tactics to better client communication and sales contacts' accuracy.
- Managed campaigns, social media accounts, email lists and store website daily.
- Headed all aspects of event production and worked closely with clients to perfect event details; coordinated with GM to approve budgets and ensure efficient operation.
- Actively sought feedback from attendees and staff to enhance future events.
- Led promotional team of 10-12 employees; boosted productivity by fostering a positive, communicative atmosphere.
- Maintained partnerships with convention center, hotels and liquor reps to secure joint marketing opportunities throughout year.
- Took on variety of roles at all levels to ensure team's success.

CONTACT

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EDUCATION

UC San Diego
June 2015
Magna Cum Laude
BA Bio. Anthropology
BA Theatre

SKILLS

Strong verbal/written communication

Efficient project organization and management

Creative concept development

Accurate and detail-oriented under pressure

Proactively anticipate and adapt to shifting priorities

Proficient in:
Microsoft Office
Outlook Adobe
Acrobat
Full Google platform
Mac / PC

EXPERIENCE (Yrs)

4+ Customer Service
1.5+ Event Marketing
1.5+ Film Industry
1+ Management

INTERESTS

LA Animal Services
Volunteer at North Central Animal Shelter

REFERENCES

UPON REQUEST