

VICTORIA MAXWELL

Los Angeles, CA 91602 | (813) 335-3984 | victoria.elise.maxwell@gmail.com

[linkedin.com/in/victoriaelisemaxwell](https://www.linkedin.com/in/victoriaelisemaxwell)

Seasoned Executive Assistant who embodies a positive attitude with excellent interpersonal skills and a true career passion for the creative development and production of feature films & scripted tv.

- 5 years working entertainment industry experience with 3 years in film & tv development & administrative support.
- 1 year into UCLA Extension's Entertainment Studies' Business and Management of Entertainment certificate program.
- Working knowledge of the agency landscape, key players, buyer market, and PODs with a keen eye for upcoming talent.
- Advanced with executive admin support skills including phone coverage, calendar management, coordinating meetings, expense reports, email correspondences, notetaking at 70wpm, copying & filing, writing coverage, and grid maintenance.
- Tech-savvy with proficiency in MS Office, GSuite, and Zoom; adept at graphic design with 10+ years practicing Photoshop.
- Ability to liaise with senior-level executives, assistants, agents, creative talent, and others with articulate professionalism.

RELEVANT EXPERIENCE

UTA SUMMER 2021 EXTERN | United Talent Agency, Beverly Hills CA (Remote) (07/2021) – (08/2021)

- Invited to participate in a 3-week-long, webinar-based externship of 80 people as part of the UTA Agent Training Program.
- Attended Q&As with 20+ guest speakers ranging from current UTA Assistants, Agents, Partners, to CEO Jeremy Zimmer.
- Participated in several incubator workshops focused on interview skills and professional improvement.
- Developed strong, specific knowledge of many agency divisions and of general day-to-day agency operations.

EXECUTIVE ASSISTANT | MM Productions/Disney Channel, Los Angeles CA (01/2019) – (03/2020)

- Assisted President Michelle Manning, Producer/Manager/Casting Director Gail Levin, and the Head of Development.
- Performed as EP's point-of-contact to external producers, agents, attorneys, and Disney Channel executives on ANDI MACK.
- Collaborated with executives on writer/director lists, submission emails, development presentations, and project strategy.
- Exemplified a team player by aiding with problem-solving and providing project feedback in creative team meetings.
- Aptitude for managing several projects and going the extra mile by researching and networking with colleagues after-hours.
- Independently crafted a 20+ page, detail oriented Standard Operating Procedure bible to train new hires more efficiently.

EXECUTIVE ASSISTANT | Sixth Sense Productions, Beverly Hills CA (09/2016) – (05/2017)

- Hybrid-remotely scheduled for a busy producer's calendar, created pitch decks, and managed hiring and training interns.
- Shadowed in pitch meetings to several buyers including Netflix, VH1, and E!, resulting in specialized, real world knowledge of the creative development process and strong familiarity with corporate pitching communications & etiquette.

SCRIPT READER INTERN | Josephson Entertainment, Los Angeles CA (Remote) (02/2016) – (07/2016)

- Improved ability to be productive, work independently, and meet deadlines by writing & submitting script coverage weekly.
- Developed time management skills to handle multiple commitments; concurrently interning, working on several short films, waitressing part-time, and graduating Magna Cum Laude with 2 minors in 3 years at Virginia Commonwealth University.

VOLUNTEER HISTORY

DEVELOPMENT OUTREACH VOLUNTEER | Script Anatomy, Los Angeles CA (05/2021) – (07/2021)

- JULY 2021: Partnered with the Script Anatomy Outreach Coordinator to craft a Development Executive panel intended to open conversation between working film & tv writers and executives to learn the business side of the development process.

DEVELOPMENT BRANCH CHIEF | The Creator's Society, Los Angeles CA (11/2020) – (03/2021)

- LAUNCHED JUNE 2021: Developed a "Pitch Practice" workshop to demystify and teach the pitch process by providing a mock-professional rehearsal experience with a "practice exec" who's guided on how to listen and give feedback to a pitch.

EDUCATION AND CERTIFICATIONS

CERTIFICATE CANDIDATE, BUSINESS AND MANAGEMENT OF ENTERTAINMENT | UCLA Extension (2020) – Present

BA IN FILM PRODUCTION | Virginia Commonwealth University (2013) – (2016)