

ERIN TRAUT

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EDUCATION

Ithaca College, August 2018-December 2021

Bachelor of Science, Television-Radio | Minor in Integrated Marketing Communications

Honors: *summa cum laude*

EXPERIENCE

Health & Safety Production Assistant, *Poker Face* Season 1

April-June 2022

NBC Peacock – Newburgh, NY

- Enforce COVID-19 safety precautions on set, including mask requirements and maximum capacities
- Check in and verify crew members using online COVID test management software

Post Production Assistant, *Hell's Kitchen* Season 21 & 22

February-March 2022

ITV – Los Angeles, CA

- Analyze 10 hours of interview footage a day to efficiently correct errors in transcription
- Maintain detailed spreadsheet to track footage and progress

Development Intern and Script Reader

September-December 2021

Whitaker Entertainment – Burbank, CA

- Wrote script coverage for incoming materials including books and screenplays for film and TV
- Conducted research for potential stories that match the company's brand of storytelling
- Covered for the Assistant during time off: take notes on calls, schedule meetings, manage Executive's calendar

Office Production Assistant, *The Sex Lives of College Girls* (NY Unit)

June-July 2021

HBO Max/Warner Brothers Television – Poughkeepsie, NY

- Assisted Production Manager and Assistant Production Coordinator with any and all tasks that arise
- Called businesses for a variety of needs, such as crew accommodations and food truck catering for set
- Provided general office support such as ordering supplies and making daily runs to and from set
- Created sides and managed distribution lists using Scenetime
- Managed and organized daily paperwork including uploading Exhibit Gs and processing Start Paperwork
- Managed P-Card expenses using Cashet

Co-Producer, *Pink/Blue*

March-May 2021

Short Film – Ithaca, NY

- Handled and organized all paperwork, including location agreements and cast and crew deal memos
- Managed schedules and the budget for the production and handled all outgoing communications
- Acted as a supervisor on set during physical production

SKILLS

Organization; Communication; Scheduling; MS Office; Script Coverage; Scenetime; Movie Magic Scheduling

RELATED COURSES

Production Management; Fiction Field Production; Digital Producing; Production Development; Editing