

AVERY WARSAW (616) 298-0092 / avery.warsaw@gmail.com / Averywarsawfilm.com

Detail-oriented and creative professional with experience across writers' rooms, studio productions, film programming, and independent projects. Aspiring writer-director with a strong foundation in production support, development, and creative collaboration.

Writing Samples and References available upon request.

KEY SKILLS

Script coverage • Note-taking • Calendar management • Office & production administration • Writers' room support • Interdepartmental communication • Event programming • Social media outreach • Google suite •

EDUCATION

Sarah Lawrence College, NY — Bachelor of Arts, GPA 4.0, *Concentration in Writing and filmmaking, 2023*

Sundance Institute, REMOTE — On-Demand Course: “*Pitching Yourself and Your Work, 2023*

Pratt Institute, NY — Pre-College Program, *Film and Visual Arts, 2018*

WORK HISTORY

Writer's Production Assistant - WARNER BROS - 01/2025-07/2025

Managed schedules, handled admin tasks, delivered timely meals, and served as a liaison between the studio and the writers' room to ensure a smooth creative workflow and positively support the writers.

Film Programming Intern - THE GREAT FILM CLUB - 06/2024-10/2024

Watched, rated, and selected short films to screen at the monthly screening events. Helped run and program the events in-person.

Marketing Team Member and Ambassador - RISE FLIX - 08/2023-2025

Provided support to staff during the digital launch of a new streaming platform. Facilitated acquisitions, organized partnerships, and pitched marketing initiatives.

Production Co-coordinator - FREELANCE short film - 05/2024-09/2024

Helped to oversee all aspects of production management, including budgeting, scheduling, staffing, securing insurance and permits, payroll administration, equipment rentals, and petty cash handling, ensuring project was executed efficiently, on budget, and in compliance with regulations.

Personal Admin Assistant - YELLOW BRIDGE ENTERTAINMENT- 03/2024-06/2024

Managed, organized, and assisted with the daily schedule and administrative tasks for a high-demand entertainment family.

Staffed Set Production Assistant - NETFLIX - Zack Snyder's *Rebel Moon* - 05/2022 - 08/2022

Assisted with the smooth operation of a high-budget film set by managing talent, coordinating schedules across multiple departments, ensuring timely communication, and providing on-the-ground support to keep production running efficiently.

Small Business Owner - AVERYWARSAW - 2020 - 2023

Created and promoted a personal brand of hand-embroidered fashion, worn by Timothee Chalamet at the NBR Gala 2020. Managed documents, scheduling, production, and marketing.