

ABBY TATTLE

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www.abbytattle.com

SKILLS

Script Coverage
FinalDraft
Adobe Premiere Pro
Adobe Photoshop
Adobe Illustrator
InEntertainment
Zoom
Keynote
G-Suite
Google Sheets
Google Docs
Google Slides
Microsoft Word
Microsoft Outlook
Microsoft Powerpoint
Microsoft Excel
YouTube
Instagram
Twitter
SnapChat
Facebook
TikTok
Location Scouting
Personal Shopper
Social Media Management

ACTIVITIES

Professional Cinematic Fraternity:
Delta Kappa Alpha
Social Chair, Head of Recruitment

Creations Dance Company
Public Relations Lead,
Choreographer, Dancer

International Student Mentor
Student Mentor

EXPERIENCE

Feature Literary Department, The Gersh Agency 2022 - Present
Beverly Hills, CA

- Set and confirm Zoom meetings for prestigious writing clients, roll calls for agents, manage executives' calendars & inboxes
- Write script coverage and character breakdowns for client consideration to direct, provide feedback in timely fashion for weekly agent grid meetings

Talent Department, The Gersh Agency 2021 - 2022
Beverly Hills, CA

- Set and confirm calls for Bob Gersh, set meetings, manage Bob's calendar & inbox
- Communicate with casting agencies to meet deadlines, draft and sent appointment sheets to clients
- Edit client grids, submit self-tapes via Eco Cast/Cast-It, organize C-Mails

Production Assistant, Full Moon Features/Amazon Prime 2021
Los Angeles, CA

- Report to 1st AD and Line Producer to ensure COVID safe craft services on set
- Coordinate meals, collaborate with catering company, maintain inventory, make runs to stock supplies on set, delegate meals based on dietary restrictions

PA/Runner, The Refinery Creative 2021
Sherman Oaks, CA

- Assist production office with time sensitive deliveries, handle confidential hard drives
- Report on-call in timely manner, arrange delivery times through Slack
- Observed print copywriting team, brainstormed succinct, clever copy for slated projects

Development Intern, FOX's Sidecar Content Accelerator/AOK 2019
Los Angeles, CA

- Support executives at Gail Berman's new FOX venture by covering desk of absent executive coordinator, logging calls with InEntertainment, managing Outlook calendars
- Write coverage on novels, provide notes & feedback on development pitches
- Actively participate in table reads for animated web series, design pitch decks
- Organize files for BA, update talent grids in Microsoft Excel and Word

Intern, Fourth Wall Management 2019
Los Angeles, CA

- Cover desks and answer phones while assistants sat in morning staff meetings
- Write script coverage for features and scripted series for client consideration
- Report to the founder, Jon Huddle, to aid with personal errands and deliver client gifts
- Update client grids and OWMs, organize bills and office files, sent memos via email

EDUCATION

Syracuse University, S.I. Newhouse School of Public Communications May 2020
Bachelor of Science in Television, Radio, & Film, *summa cum laude*

Minors:

- English and Contextual Studies
- Information Management and Technology