

Aaron Lerner

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EDUCATION

2017 - 2020 **University of Southern California** **Los Angeles, CA**
School of Cinematic Arts, Cinema and Media Studies Major, Screenwriting Minor

APPLICABLE SKILLS

- Microsoft Office (Including Excel)
 - Avid, Final Draft
 - Typing, Copying and Proofreading
 - Script Coverage and Analysis
 - Phone and Desk Coverage
 - Filing and Database Use, Research
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EXPERIENCE

Spring 2020 **Legendary Entertainment** **Burbank, CA**

Television Development Intern

- Covered desks and phones for executive assistants as needed
- Wrote coverage on pilots, features, and novels and discussed with executives
- Developed pitching strategies for television pilots and designed pitch books
- Took and logged notes from executive phone calls and meetings
- Prepared materials for departmental meetings
- Created organizational spreadsheets of pilot slates/formats for executive use

2019 - 2020 **USC School of Cinematic Arts** **Los Angeles, CA**

Assistant to Director of Stewardship and Events

- Facilitated campus wide communication between various offices
- Prepared materials for meetings with dean and board members
- Ensured efficient programming of events such as commencement, Q and A's, and screenings
- Updated databases like Salesforce to ensure effective office communication
- Performed office work duties such as copying, filing, making and answering phone calls

Summer 2019 **Lunacy Productions** **Santa Monica, CA**

Development Intern

- Wrote coverage on feature length screenplays and television pilots
- Assisted CEO in daily company functions as needed
- Researched a variety of subjects as needed by development department

2018 - 2019 **PSYCHO Films** **Los Angeles, CA**

Production Assistant

- Assisted grip crew on set and made runs as needed by assistant director
- Researched and compiled images for music video treatments
- Organized company financial records

Summer 2018 **FIRMA Films** **Tel Aviv, Israel**

Production Assistant

- Worked closely with assistant director to ensure efficiency of filming on set
- Edited and finalized television series pitches for companies like Netflix

2016-2017 **WRFL Lexington, 88.1 FM** **Lexington, KY**

General Format DJ/Programmer

- Logged tracks played in catalog, read backsells on air
- Organized and filed thousands of new albums into station collection