

Andi Royer

A television professional with a creative and analytical mind, focused on supporting a scripted television series. Dedicated, bold, comical.

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EXPERIENCE

Christina Hendricks — *Personal Assistant*

May 2021 - Present

Took care of a variety of tasks including but not limited to scheduling appointments, communicating with production, running errands, taking care of household needs, and handling miscellaneous work.

InterMedia — *Freelance Copywriter*

February 2021 - Present

Created copy for direct response commercials, customized brand message to target audience interest and drive engagement, and presented clients with unique copy options based on marketing objectives.

The Last O.G. , S3 — TBS — *Post Production Assistant*

March 2020 - April 2020

Assisted producers and staff with all needs. Handled credits, ADR paperwork, and organized materials. Scheduled calls, updated VFX trackers, organized kitchen, completed runs, wrapped out season 3.

Script Coordinator — *Training*

December 2019 - February 2020

Trained and familiar with dax, scenechronize, distribution, script revisions, formatting, script preparations for production, outlines, color wheel, continuity, grammar and spell check.

Bluff City Law, S1 — NBC — *Post Production Assistant*

July 2019 - December 2019

Assisted producers and staff with all needs. Collected reference shots, organized dailies, and materials. Read scripts, noted VFX needs, handled meals/coffee, organized kitchen, ordered supplies, completed runs.

The Flash, S5 — CW — *Post Production Assistant*

June 2018 - May 2019

Organized dailies, show clips, and materials. Coordinated with producers and staff, delivered cuts, managed executive producer's calendar,

SKILLS

Final Draft, Script
Coordinating, Screenwriting,
Google Docs, Scheduling,
Photoshop, Illustrator,
Filemaker Pro, Microsoft
Office, Event Planning, Final
Cut Pro, Organization, Online
Research, 88 WPM

EDUCATION

UCLA — *Television Writing Certificate*

2017

Purdue University — *Bachelor of Arts in Film & Video Studies*

2011

Minor in Art & Design

ACCOLADES

Screencraft Pilot Competition — *Quarter Finalist*

2020, 2017

WAN Writers Workshop — *Finalist*

2019

collected reference shots, handled meals/coffee, organized the kitchen, ordered supplies, completed runs and other tasks as needed.

Berlanti Productions — *Intern/Writers' P.A.*

November 2017 - May 2018

Wrote coverage, collated episode scripts, answered phones, greeted guests, completed deliveries, and handled miscellaneous office work. Filled in as Writers' PA on *Arrow* as needed. Volunteered to help check in guests and collect bid donations for Stephen Amell's F*ck Cancer Gala.

Z-Nation — *Writers' Assistant*

April 2017

Shadowed the writers room and writers' assistant, learned to take notes and break story, offered ideas for potential storylines with the encouragement of the showrunner. Covered for the writers' assistant on an as-needed basis.

The Asylum — *Executive Assistant*

September 2013 - February 2018

Supported the 3 partners and executive director with scheduling, rolled calls, greeted clients and vendors, processed online store orders. Ordered supplies, handled deliveries, and planned events. Liaised with all studio departments, composed closed captioning, assisted with ADR, created Foley, answered fan mail, solved some IT issues, and tamed the printer.

ZEFR — *Business Development Associate*

March 2012 - September 2013

Researched and assisted in the curation of online content. Analyzed data for prospective clients, showing potential revenue growth. Monitored copyrights for YouTube. Assisted in the curation, description, and meta-tagging of over 25,000 movie clips using a proprietary CMS.

The Ant Farm — *Production Assistant*

June 2011 - February 2012

Managed and processed vault elements, recorded voice-overs, completed studio runs (Fox, Paramount, Sony, Universal, Warner, etc...). Developed and integrated a new library system for storing and processing elements. Managed and replenished COO's caffeine levels.