

Liz Mitts

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EDUCATION

Wesleyan University, Middletown, CT
Bachelor of Arts, Major: American Studies

May 2018

RELEVANT EXPERIENCE

Marvel Studios, *Head Writer's Assistant*, Los Angeles, CA

June 2022—Present

- Take notes and organize virtual storyboards for writing staff
- Proof and distribute scripts and outlines via 5th Kind
- Schedule calls and meetings between the Head Writer and the Studio
- Provide administrative and logistical support for the writers room as needed

Pacific Electric Picture Company, *Assistant*, Los Angeles, CA

October 2019—June 2022

- Assist Mike Falbo (Partner) and Brett Harris (Executive) managing schedules and phones
- Read and evaluate material for PEPCo's consideration to produce and Ed Helms' (Principal) consideration to star
- Contribute regularly to company notes documents for projects in development and post-production
- Provide feedback on incoming submissions
- Experience working closely with writers to develop their ideas and projects
- Track writers, producers, directors, and other creatives for potential development

Verve Talent and Literary Agency, *Assistant*, Los Angeles, CA

September 2018—October 2019

- Assessed submissions to determine their value for representation
- Edited manuscripts and book proposals for author's project development and eventual submission to publishers
- Handled busy phones, scheduling, and communications for publishing and TV literary agents
- Pitched projects in company-wide meetings and created a lookbook for Verve Publishing department

Williamstown Theatre Festival, *Company Management Intern*, Williamstown, MA

June—August 2015

- Coordinated and carried out housing and travel plans for guest artists and 600 person company
- Assisted with fast-paced and administrative responsibilities including phone and email correspondence, data entry, event planning and execution, storage management, and on-call hospital and store runs
- Wrote and edited private housing contracts

Wesleyan Comedy Committee, *Executive Member*, Middletown, CT

January 2016—May 2018

- Coordinated with talent agents to bring comedy acts to Wesleyan's campus
- Handled \$15,000+ between Student Budget Committee and agent
- Planned with Wesleyan's Center for the Arts to execute 500 person event open to the campus and community

SKILLS/ACTIVITIES

Computer: Microsoft Office Suite, Google Suite, Social media, iMovie, E-mail and calendar management

Languages: Proficient in written and spoken Spanish

Activities: Writer, Producer, Comedian, Improviser, Host, Editor, Event Planner