

WHITNEY MANIS

◆ Elizabethtown, KY 40175 ◆ T: 706.313.5151 ◆ whitneymanis@yahoo.com ◆

SCREENWRITER *Production Assistant / Development*

EDUCATION:

B.F.A. FILM & TELEVISION, EMPHASIS: SCREENWRITING, COLUMBIA COLLEGE HOLLYWOOD

OBJECTIVE:

SEEKING A CONTRIBUTIVE ROLE TO FILM + TV PRODUCTION WITH LEADERSHIP AND ASSISTANCE RESPONSIBILITIES INCLUDING: PROBLEM SOLVING, PLANNING, CREATIVE, AND DRIVING A PRODUCTION TO ACHIEVE A SUCCESSFUL PRODUCT.

CAREER SUMMARY:

A HIGHLY DRIVEN SCREENWRITER WITH A STRONG BACKGROUND IN WRITER'S ASSISTANCE, PRODUCTION ASSISTANCE (OFFICE & SET), SOCIAL NETWORKING, DOCUMENTING EXPENSES, TRAVEL COORDINATION, HEAVY PHONE CALLS, TRANSCRIBING, AND CREATIVE CONTRIBUTION. I HAVE SEVEN YEARS OF PRODUCTION EXPERIENCE IN AN ARRAY OF POSITIONS. I HAVE EXCELLENT COMMUNICATION AND PROBLEM SOLVING SKILLS.

JOB SKILLS:

- PROFICIENT IN FINAL DRAFT + MICROSOFT OFFICE
- ANALYTICAL AND CREATIVE THINKING, DECISION MAKING, AND PROBLEM SOLVING SKILLS
- EXCELLENT PERSONAL COMMUNICATION SKILLS
- EXPERIENCE IN A FAST GROWING AND DYNAMIC ORGANIZATION
- HIGH LEVEL OF COMFORT WITH CONFIDENTIAL INFORMATION
- EXPERIENCE WITH TRACKING COMPANY EXPENSES
- EFFICIENT SCRIPT COVERAGE SKILLS
- HEAVY PHONE CALLS
- PRODUCTION ASSISTANCE (OFFICE & SET)
- TRANSCRIBING
- TRAVEL COORDINATION
- EXCELLENT ATTENTION TO DETAIL

PROFESSIONAL EXPERIENCE

**BANANA WIND
Co – WRITER**

2016

Co- WRITER WITH TREVOR LONG ON AN ORIGINAL ONE HOUR PILOT (STORY BY MICHAEL SCHESER).

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NICOLE ASHER – LIFETIME BIOPICS OF TONI BRAXTON & MADONNA WRITER’S ASSISTANT

2015

THOROUGH PROOFREADING OF VARIOUS DRAFTS FOR THE LIFETIME BIOPICS OF TONI BRAXTON & MADONNA. EXTENSIVE RESEARCH ON THEIR LIVES AND LEGALITY ISSUES OF CONTENT. PROVIDED CREATIVE INPUT. RAN VARIOUS ERRANDS.

BODEGA PICTURES OFFICE PRODUCTION ASSISTANT

2014- 2015

I WAS RESPONSIBLE FOR LOGGING FINANCES (PURCHASE ORDERS AND CHECK REQUESTS), TIMECARDS, START PAPERWORK, RECEPTIONIST DUTIES, MAINTAINING SOCIAL MEDIA PLATFORMS, RESEARCH AND DEVELOPMENT, PROOFREADING PRESENTATIONS/BIOS, AND GENERAL OFFICE DUTIES.

PUBLIC ROAD PRODUCTIONS INTERN- KURT COBAIN DOCUMENTARY

2013 – 2014

I SPENT A SIGNIFICANT AMOUNT OF TIME TRANSCRIBING INTERVIEWS AND MAKING NOTES OF FOOTAGE. I WENT ON VARIOUS RUNS, AND DID EXTENSIVE CONTENT RESEARCH AS WELL AS MAKING FREQUENT PHONE CALLS.

SUCH GOOD PEOPLE SET INTERN

2013

I WAS A “GO TO” ON THIS INDIE SET, BUT MOSTLY WORKED IN THE GRIP DEPARTMENT. SETTING UP, BREAKING DOWN, AND STANDING “ON CALL”. I IMPROMPTU ACTED AS A LOCATION COORDINATOR. THIS WAS A PERFECT EXAMPLE OF A NO TASK IS TOO SMALL OR LARGE POSITION.

OUTLIER PRODUCTIONS INTERN

2012 – 2013

I WAS RESPONSIBLE FOR HEAVY SCRIPT COVERAGE. I RESEARCHED THE CURRENT FILM MARKET, READ THE TRADES, AND RESEARCHED POPULAR YOUNG ADULT LITERATURE. I PARTICIPATED IN CREATIVE MEETINGS AND MADE VARIOUS RUNS.