

Elena Lianne Schwam

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EXPERIENCE:

Industry Entertainment | Los Angeles, CA | *Assistant to Manager and Partner Sara Bottfeld* March 2024-Present

- Support Manager/Partner with diverse client roster of writers, directors, and showrunners

Frame of Reference Films | Remote | *Consulting Development Executive* Summer 2023-Present

- Develop slate of film properties: collaborate closely with writers and directors, provide comprehensive feedback to optimize effective storytelling and production; create and revamp pitch materials to attract financiers, top talent
- Analyze and rework budget and cash flow for multimillion-dollar feature with production on two continents

Myriad Pictures | Los Angeles, CA | *Development and Administrative Coordinator* Jan 2021-July 2023

- Promoted to coordinator position after a year as Executive Assistant to CEO
- Created pitch decks and outlines, sourced material, oversaw development process
- Adapted Myriad-owned IP into fully developed TV season (created characters, plot, and story arc) of 10 episodes
- Sourced material from co-production markets and festivals including Cannes, Berlin/EFM, and AFM
- Performed administrative duties for CEO inc. rolling calls, scheduling, planning market calendars
- Maintained development, submission, and talent grids for all projects, incl. ~25 films in development
- Provided script notes, casting ideas; maintained contacts database of 15K; reorganized office filing system
- Hired and managed development interns, assigned script coverage, and planned all internship programming

Putnam Partners | Washington, D.C. | *Production Coordinator and Assistant Editor* Aug-Dec 2020

- Coordinated all post-production for TV and radio spots for ~50 progressive candidates inc. edit, color, music, mix
- Led daily company-wide production call, determined internal and external scheduling
- Edited footage for clients through Two Frame Post; created system for data ingestion and external drive organization

Storytime Productions | New York, NY / Venice, CA | *Part Time Development Assistant* May 2019-July 2020

Marc Platt Productions | Universal City, CA | *Development Intern* Summer 2018

Sen. Charles E. Schumer (D-N.Y.) | Washington, DC | *Production and Legislative Intern* Summer 2017

Intl. Academy of Television Arts and Sciences | New York, NY | *Research Intern* Jan-Apr 2017

EDUCATION:

Barnard College, Columbia University | New York, NY Bachelor of Arts, May 2019

Major: Film Studies Minor: Political Science GPA: 3.62 DKA Cinema Society, Mu Chapter

FAMU | Prague, Czech Republic Spring 2018

Coursework in film production (16mm), cinematography, film studies; 16mm short screened at festivals

SKILLS:

Development / Pre-Production: Screenwriting (Final Draft); script notes; script coverage; story analysis and structure; script doctoring; beat sheets and boards; deck creation; bible creation; storyboarding; pre-sales; financial structuring and budgeting; international co-production; cast/director ideation; grids and avail checks (IMDb Pro, Studio System)

Production / Post: Filmmaking (DSLRs inc. Sony, Canon, Lumix, Blackmagic; ARRI; Red); Editing (Final Cut Pro 7, X; Adobe Premiere Pro CC; Da Vinci Resolve); Festival submissions (FilmFreeway); Film sales (FilmTrack)

Office / Marketing: Rolling calls; Multi-line phone systems; Calendars; Social media (TikTok, Instagram, Facebook, Snapchat, Twitter); Microsoft Office Suite (Excel, Word, PowerPoint); Mac Suite (Keynote, Pages, Numbers); Google Suite; Transcription; Fast notes; Wrike; Slack; Teams; Zoom; Intern hiring and management; Intermediate French

MEMBER:

Entertainment Creative Collaborative Outreach (ECCO), Women in Film; Women in Animation