

Elena Lianne Schwam

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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

EXPERIENCE:

Arclight Films | Beverly Hills, CA | *Sales Coordinator* Aug 2023-Present

Myriad Pictures | Los Angeles, CA | *Development and Administrative Coordinator* Jan 2022-July 2023

Executive Assistant to CEO Jan 2021-Jan 2022

- Promoted to coordinator position; 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 & 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 *Part Time Development Assistant* May 2019-July 2020

- Provided feedback on screenplays, stage plays, book draft; produced staged reading

The Colony | New York, NY | *Production Intern* Oct-Dec 2019

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

- Wrote coverage on multiple scripts per day across diverse genres (incl. musicals, TV, film, etc.)
- Conducted research on projects in development; contributed to weekly production meetings on 12-member team

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

- Edited video for all Dem. Senators' social media, recorded live interviews and web content in TV and radio studios
- Clipped and captioned film, set up press conferences in the Capitol for the Senate Democratic Media Center

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

- Researched national and international production companies, verified Emmy Award submission information
- Screened 200+ television entries for quality; recommended edits to closed captions

Popular Belief: Faith & the Power of Credulity | *Producer, Director, Editor* June 2015

- Researched, prepared, and conducted full-length interviews to create 39-minute doc on religion, credulity, and scandal
- Shot and edited all footage; developed art in line with Amazon Prime requirements; met with HBO Doc. Films

SKILLS:

Development & Pre-Production: Screenwriting (Final Draft); script notes; script coverage; story analysis & structure; script doctoring; beat sheets; beat boards; graphic design & deck creation; bible creation; storyboarding; pre-sales; financial structuring; international coproduction; cast/director ideation; grids & 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 & management; Intermediate French

Strong network of creatives, reps, film buyers, and producers. Proud member of Women in Film