

Casey Naranjo

#: 201-220-5407 - caseylaurennaranjo@gmail.com

EDUCATION

CHAPMAN UNIVERSITY, Orange, California

BFA Television Writing and Production, Minor in Advertising, Graduation May 2021

Delta Kappa Alpha - Zeta Chapter since 2019

WORK EXPERIENCE

PARTIZAN, Los Angeles, California *Production*

Intern, January 2021 - May 2021

- Aides in the treatment and bidding process for commercial production.
- Researches stage and equipment rentals and assists in updating production lists.

NALIP, Los Angeles, California

Programming and Logistics Intern, September 2020 - December 2020

- Worked with Events & Communications Coordinators on event promotional ideation.
- Provided extensive Logistical support that includes research, drafting emails, and tech support.
- Supported team with Latino Media Fest 2020 virtual events, speakers, and workshops.

CHAPMAN UNIVERSITY EVENT SCHEDULING, Orange,

California *Lead Event Scheduling Assistant, Jan 2018 - May 2021*

- Assists the university Scheduling Coordinator with event requests submitted through 25Live, as well as, with updating the 25Live database.
- Answers departmental phones from staff, faculty, students and community members and assist clients with requests regarding events and meetings.

A24, Los Angeles, California

Physical Production Intern, Sept 2019 - December 2019

- Maintained department databases, calendars, and project lists, and distributed weekly meeting agendas.
- Coordinated and organized wrap deliverables from producers
- Researched venues for various productions to leverage as writer's rooms, production offices, post facilities.

THE MONTECITO PICTURE COMPANY, Los Angeles, California

Film and Television Development Intern, Jan 2019 - May 2019

- Responsible for reading and evaluating books & scripts, writing coverage, running errands, researching content for film and television production, and misc. office tasks.
- Pitched directly to executives and researched new talent & material that fit the company's brand and values.

SEACREST STUDIOS - CHOC CHILDREN'S, Orange, California

Media Programming Intern, Sep 2018 - Dec 2019

- Worked in collaborative teams to provide weekly on-air radio and television content for patients and families, with celebrity interviews, game shows, and interactive contests.
- Interacted with patients and teaches them about the world of radio and television broadcasting, technique, its impact, and challenges.

ADDITIONAL SKILLS

- The Adobe Creative Cloud
- The Microsoft Office Suite
- The Google Suite
- Movie Magic Budgeting & Scheduling
- SocialTables Layout Planning
- Bizzabo Event Planning
- 25Live Scheduling
- Drift Revenue Platform