

Hayley Muñoz

13331 Moorpark St., Unit 126 Sherman Oaks, CA 91423 - (956) 207-3319 - hayleyjtv@gmail.com

EXPERIENCE:

Nancy Drew, The CW (Season 4)

Staff Writer

2022

- Write and revise scripts, develop storylines, characters, and dialogue while meeting tight deadlines and working efficiently in a fast-paced, high-pressure environment.
- Collaborate with showrunners, producers, and other writers to ensure tone, style, and character development consistency. Incorporate feedback from producers, executives, and other stakeholders to improve scripts.
- Participate in pre-production meetings with various departments to ensure the script is executed as intended with all necessary elements given production parameters.
- Cover set, confirm scripts are accurately interpreted, and all necessary revisions are communicated promptly to the production team.

Nancy Drew, The CW (Season 3)

Script Coordinator

2021

- Publish all shooting scripts and revision drafts, in addition to episode story outlines, and Studio/Network drafts. Collaborate with production and writers on all script changes.
- Proofread and properly format all written material and payment documents.
- Generate copy for art department and coordinate with clearance and BS&P to ensure all scripts meet regulations.
- Manage distribution lists whilst communicating with production, Studio/Network, and casting – ensuring NDAs have been signed and scripts have been delivered to all necessary people.
- Take script action notes for writers on all prep meetings; track and file all script revisions, episode paperwork, and the show's timeline/history.

Nancy Drew, The CW (Season 2)

2020

Writers' Assistant

- Take detailed notes, conduct research, and provide the writing staff with all the materials/support they need to meet their deadlines.
- Update boards, track storylines, file notes, and provide organized notes from room discussion.
- Keep track of the show's timeline/history (important dates).
- Note production-centric details that pertain to specific episodes and create art text content.

Nancy Drew, The CW (Season 1)

2019 - 2020

Showrunners' Assistant to Melinda Hsu Taylor and Noga Landau

- Point person/gatekeeper for all communication with cast and crew. Manage and coordinate schedules/calendars.
- Roll calls and schedule appointments and meetings. Ensure executives are present and prepped for all calls and meetings. Organize/carry out all miscellaneous administrative and personal tasks.
- Stay on top of pre-production, production, and post-production schedule.
- Take notes on all studio/network calls, including post-production deliveries.
- Coordinate all crew parties/social events, and sending gifts.

Jane the Virgin, The CW (Seasons 4 & 5)

2017 - 2019

Writers' Production Assistant

- Primary support and point of contact for a staff of 15 writers.
- Order and organize lunches/dinners, running errands, and stocking groceries.
- Manage the writers' room, including answering phones, tracking expenses, troubleshooting technical problems, and keeping the office clean.
- Craft tweets and live-tweet during episodes, using the writers' room Twitter account.
- Write copy for the art department when necessary.
- Coordinate a 250+ person wrap party, in addition to covering the Showrunners' assistant when necessary.

EDUCATION:

University of Texas at Austin – B.S., Radio, TV, and Film

2014

SKILLS:

Bilingual/Bi-Cultural/Bi-Literate, English/Spanish

Microsoft Office. Google Suite. Final Draft. Scenechronize. Croogloo. Apple MAC Proficient.

REFERENCES:

Melinda Hsu Taylor

Jennie Snyder Urman