

# Sofia Brown de Lopez

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## PROFESSIONAL EXPERIENCE

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### **Doumanian and Associates**

**Pasadena, CA**

*Legal Assistant*

July 2022 – present

- Communicate effectively and professionally with clients, lawyers, and judges
- Write real-time detailed notes of depositions and court proceedings
- Copy-edit official court documents and briefs
- Operate independently to prioritize slate of deadlines and tasks

### **AL For LA**

**Los Angeles, CA**

*Canvasser*

March 2022 – June 2022

- Communicated with potential voters in a polite, engaging, and clear way
- Implemented canvassing strategy to target unreached voters
- Stayed up to date on regional votes, issues, and election news in the City of LA

### **The Cartel**

**Los Angeles, CA**

*Development Coordinator*

January 2020 – November 2021

- Managed administrative functions for CEO, co-CEO, and Director of Development
- Researched and tracked current projects, promising IP, and up-and-coming talent
- Coordinated domestic & international travel
- Served as production secretary for company's independent films

### **New Republic Pictures**

**Los Angeles, CA**

*Script Analyst*

December 2019 – October 2021

- Evaluated scripts and supplied detailed coverage to head of development
- Workshopped various projects alongside executives
- Maintained confidentiality when assessing high-profile projects

### **LMU CARES, Loyola Marymount University**

**Los Angeles, CA**

*Administrative Assistant*

September 2016 – May 2019

- Organized scheduling of mandatory classes for 2000+ incoming students
  - Liaised between internal and external departments
  - Planned events with focus on diversity & inclusion
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