

VICTORIA DE LA CONCHA



Los Angeles, CA



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PROFESSIONAL EXPERIENCE

EDUCATION

Master of Fine Arts
Loyola Marymount University
May 2022

Writing and Producing for
Television

Bachelor of Arts
SUNY Oswego
May 2017

Broadcasting and Mass
Communication
Minor: Creative Writing

SOFTWARE

Apple Mac & Windows
Final Draft
Outlook
Excel
Word
PowerPoint
Google Suite
Adobe Premiere Pro
Adobe Photoshop
Zoom Meetings
Slack
Concur
Workforce
Airtable

SOCIAL MEDIA

Ads Manager
Facebook Business
TikTok Business
Instagram Business
YouTube Studio
Twitter
LinkedIn
Adobe Spark
Canva

Showtime | Executive Assistant

April 2022 — November 2022

- Manages calendars, calls, and meetings for VP of Scripted Programming.
- Anticipates executive's wants before the need arises.
- Generates expense reports, negotiation contracts, and submission logs.

Showtime | Original Programming Intern

June 2021 — August 2021

- Wrote concise script coverage to maximize executive's time.
- Spearheaded data entry duties to digitize creative reports and monitor submissions on cloud-based management platforms.
- Updated over 200 active projects to accurately reflect all talent and crew.
- Attended creative meetings, note calls, table reads, and pitches.

Nickelodeon | Talent Development and Outreach Intern

October 2019 — March 2020

- Coordinated special events, outreach events, and conference rooms.
- Managed staffing grids for Nickelodeon's Writing and Artist Programs.
- Researched trends to provide insight on our Accepted Shows List.
- Proofread and revised creative copy for the department's Vice President.

Paramount (ViacomCBS) | Freelance Production Assistant

January 2018 — September 2019

- Tracked deal memos, expenses, schedules, assets, contacts.
- Trusted as a reliable point of contact between executives and talent.
- Led a team of 30 PAs for the first-ever Viacom Digital Studios Upfront.
- Executed VIP events: set up venues, checked-in guests, problem resolution.

Governor's Comedy Clubs | Social Media Content Creator

August 2018 — June 2019

- Produced a viral video that currently has 1.3 million organic views.
- Attracted a large following: from 1k Instagram followers to 13.3k in 9 months.
- Analyzed comedy videos to find the best audience interaction potential.

Marvel Entertainment | Freelance Production Assistant

May 2016 — October 2017

- Filmed the Marvel panels at San Diego and New York Comic-Con.
- Delivered time-sensitive equipment rentals and other supplies for shoots.
- Streamlined the creation of YouTube originals: Marvel 101, Marvel Quickdraw, THWIP!

CREATIVE PROJECTS

YouTube | Web Series Creator

April 2018

- Created an original half-hour workplace comedy, "The ResLife."
- Prepared a grant proposal for the Faculty-Student Challenge Grant and won production funds to create the pilot.