

# Emma Aikman



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## EDUCATION

### Loyola Marymount University, Los Angeles, Class of 2021

Film Production Major, Screenwriting Minor, Women's and Gender Studies Minor

GPA: 3.9 - *Recipient of Dean's List for 8 consecutive semesters, Summa Cum Laude*

## EMPLOYMENT

### The Pack, Writer/Producer (2023 - Present)

HOLLYWOOD, CA

- Oversee all aspects of monthly, live, comedy show productions
- Collaborate with a team of comedians to develop and workshop material
- Coordinate with venue staff, technical crew, and talent for rehearsals and shows

### CBS | NCIS: Los Angeles Season 14, Office PA (2022 - 2023)

HOLLYWOOD, CA

- Provided administrative support to EPs, Production Supervisor and Coordinator
- Created and distributed script sides for Production Crew
- Assisted Director in prep, screened/directed phone calls, coordinated lunch/crafty

### CBS | NCIS: Los Angeles Season 13, COVID PA (2021 - 2022)

HOLLYWOOD, CA

- Tracked and administered over 30,000 COVID tests
- Confirmed and tracked vaccination status for over 1,200 crew and cast members

### The Montecito Picture Co. | Ghost Corps, Creative Dev't (Summer 2020)

CULVER CITY, CA

- Evaluated a variety of screenplays and novels in written coverage
- Reported findings to Creative Execs in weekly development meetings

### PalmStar Media | National Lampoon, Creative Dev't (Fall 2019)

LOS ANGELES, CA

- Collaborated with Creative Execs in preparation/production of a live comedy show
- Provided written coverage and analysis
- Researched potential collaborators via Studio System

### OUTFEST, Programming & Communications Intern (Summer 2019)

LOS ANGELES, CA

- Filmed & edited promotional videos of events and post-screening Q&As
- Managed social media posts via HootSuite

## WRITER/DIRECTOR EXPERIENCE

### "Back in Brooklyn" Music Video (4 minutes, 2023) - **Writer/Director**

This campy, '50s, multi-media, horror comedy received nominations for Best Director and Best Music Video at the LA International Music Video Awards.

### "Admit One" Short Film (8 minutes, 2021) - **Writer/Director**

This genre-bending, queer, romantic comedy was selected and screened in nine film festivals across the United States and distributed by Film Movement.

### "Fox & Robin" Brand Launch Video (40 seconds, 2021) - **Writer/Director**

This athleticwear brand launch video departed from the usual "Nike" style (which spotlights "Pros") in favor of celebrating the everyday "Active Joe." It serves as the company's website landing page.

## SKILLS

Adobe Premiere Pro • Final Draft • Studio System • FileMaker Pro • Hootsuite • Scriptation