

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

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
- Answered/directed phone calls, coordinated lunch/crafty, ordered office supplies

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 1200 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

ROAR, Entertainment Management Intern (Fall 2019)

BEVERLY HILLS, CA

- Assisted ROAR clients with taped auditions
- Provided written coverage and character breakdowns for potential client roles
- Edited "proof of concept" and client reels

OUTFEST, Programming & Communications Intern (Summer 2019)

LOS ANGELES, CA

- Filmed & edited promotional videos of events and post-screening Q&As
- Conducted red carpet interviews with 20+ filmmakers
- Managed social media posts via HootSuite

PRODUCTION EXPERIENCE

Admit One (8 minutes, 2021) - **Writer/Director**

- Selected & screened in seven film festivals across the United States, including the Academy Award-Qualifying Heartland Film Festival

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

- Wrote & pitched concept for social media-based launch
- Developed shot list, directed athletes & influencers, guided edit & music composition

SKILLS

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