

OLIVER SCHAFFER

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Los Angeles

they/them/theirs

Tutor Los Angeles, CA

Jan 2024 - Present

LAUSD

- Provides a safe learning environment with personalized plans to meet each student's needs in regards to English and Math
- Uses social-emotional learning curriculum to center the emotional and relationship skills necessary for student success

Production Intern Los Angeles, CA

Jan 2023-April 2023

Partizan Entertainment

- Documented comprehensive meeting notes, ensuring clarity and that action items were promptly and efficiently met
- Conducted and presented research for current projects such as music videos, commercials, and feature films promptly
- Acted as a production assistant by setting up video village, labeling items, and unloading the production truck
- Maintained and organized digital and physical documentation and resources of hundreds of international clients

Director/Executive Producer/Writer Boston, MA

Jan 2021-April 2023

Faith (Short Film)

- Directed a period piece through all aspects of production while ensuring accurate dialogue, settings, and costumes through research
- Delegated and facilitated an atmosphere based on respect, trust, and collaboration between all aspects of a 30+ crew and cast under Covid-19 restraints
- Raised \$4,000 through grants and fundraisers and budgeted for pre/post production

Creative Development Intern Los Angeles, CA

Aug 2022-Dec 2022

Buffalo 8

- Generated written coverage of short films, features, and TV pilots based on the writer's strengths and weaknesses
- Reported daily to company founders and supervisors on progress
- Did in-depth reviews of screenplays, commenting on genre, characterization, and areas of improvement

Workshop Coordinator Boston, MA

Jan 2020-May 2022

Frames Per Second (Emerson College)

- Instructed weekly workshops that educated students about the technical and creative aspects of the entertainment industry
- Scheduled, prepared, and coordinated weekly workshops with professionals in the film industry
- Orchestrated and developed new and dynamic and interactive workshops that emphasized screenwriting techniques, production, and the art of editing, boosting workshop attendance

Social Media Manager Boston, MA

Oct 2022-Dec 2022

Feminist Film Festival

- Generated a social media theme and designed posts and lead communication in regards to social media
- Garnered 100+ followers and a sold out festival

Student Organization Financial Assistant Boston, MA

Feb 2021-Sep 2022

Student Engagement and Leadership (Emerson College)

- Operated with a budget of \$1.2 million, organizing the allocation of money to student clubs and monitored student spending
- Streamlined communication between 150+ clubs and college administrators in order to ensure that federal funds were handled correctly

EDUCATION

Emerson College (2023)

- BFA in Media Arts Production
- 3.9 GPA
- Minor in psychology

AWARDS

- Purple Key Leadership Society
- Best Short Documentary at the Emerson College Award Show
- United Nations Generation Equity Film Festival's Top Ten
- Montoni Film Catalyst Screenwriting Grant
- Best short at the Feedback Under 5 Film Festival

SKILLS

Platforms Canva, Dropbox, Final Draft, Google Suite, IMDb, Microsoft Suite, Premiere Pro, Photoshop, Zoom, Skype, Slack
Hard Skills Script Coverage, Script Breakdowns, Scheduling, Video Editing, Social Media Management, Pitch Decks