

OLIVER SCHAFFER

(518)847-9725

oliverschaffer02@gmail.com

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 with students improving up to 50%
- 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

- Managed scheduling, incoming phone, and documented comprehensive meeting notes, calls ensuring clarity and that action items were promptly and efficiently met
- Conducted and presented research for music videos, commercials, and feature film projects
- 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 provided directions to actors and actresses to bring compelling characters to life

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 and tracked incoming material
- Provided support and reported daily to company founders and supervisors by
- Managed client material and tracked talent news and projects

Event Coordinator Boston, MA

Jan 2020-May 2023

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

Student Organization Financial Assistant Boston, MA

Feb 2021-Sep 2022

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

Production Assistant Albany, NY

May 2022 - Aug 2022

HBO

- Maintained and organized workspace and ensured production supplies are stocked,
- Acted as a runner, delivering messages and items to cast and crew

EDUCATION

Emerson College (2023)

- BFA in Media Arts Production
- 3.9 GPA
- Minor in psychology
- Member of the Purple Key Leadership Society
- FAMU International Emerson College Summer Workshop

The Gotham Career Development Program (2024)

- One of twenty students selected to attend sessions centered on understanding the entertainment industry
- Mentored by industry professionals working in fields such as screenwriting, producing, talent management
- Developed a limited series about disability, culminating into a verbal and visual pitch

AWARDS

- 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