

EMILY GARDT

emilygardt@gmail.com

EDUCATION

Hussian College In Studio (Formerly Studio School), Los Angeles, CA Graduated Summa Cum Laude 2019
BFA in Film

WORK EXPERIENCE

AFI Fest, Los Angeles, CA November 2019
Organizer

- Worked for the Galas Will Call team checking in distinguished guests
- Escorted filmmakers throughout the event
- Organized after party lists for event entry

Polish Film LA, Los Angeles, CA October 2019
Organizer

- Watched and helped choose films for the annual film festival
- Assisted at opening gala, checking in guests and answering questions

ARPA Film Festival, Los Angeles, CA November 2019
Social Media Manager

- Managed all social media and events pages

Tully App, Los Angeles, CA July 2019-January 2020
Copy Editor

- Assisted Creative Director in brand development
- Made corrections and updates to phrasing, word choice, and overall tone to all documents

Kazarian, Measures, Ruskin and Associates, Los Angeles, CA May 2017-August 2018
Assistant

- Updated clients resumes on a weekly basis
- Scheduled client meetings and rolled phone calls
- Used breakdowns to match and submit actors for roles

DogFilm Studio, Warsaw, Poland May 2016-September 2017
Assistant

- Read script submissions and provided written summaries for development executives
- Performed research and compiled materials to determine whether a project was worth pursuing

SKILLS AND ACCOLADES

BAFTA Newcomers Program Participant 2020

The Creative Mind Group Internship Recipient 2020

Languages: Fluent in English and Polish

Computer Skills:

Mac and PC; Zoom, Apple iWork Suite, Microsoft Office Suite, Google Workspace
Final Draft and Celtx
Final Cut Pro and Photoshop as well as iMovie
Social Media Sites (Instagram, YouTube, Facebook, Twitter)

References Available Upon Request