

MIA LIMA

(414) 530-7830 | limamia25@gmail.com

EDUCATION

University of Southern California | Annenberg School of Communication, School of Cinematic Arts Magna Cum Laude
B.A., Communication | **Minor** in Screenwriting | **Minor** in Entertainment Industry

RELEVANT EXPERIENCE

Assistant to Events Production Manager | USC Annenberg Technical Operations August 2022 - December 2024

- Acted as the client facing front desk associate, assisting with customer support needs. Logged, organized, and distributed incoming mail, provided administrative support, and audio/visual technical support.
- Coordinated complex schedules, reserving spaces for internal and external events, leading setup and teardown.

Scripted Drama and Comedy Programming & Development Intern | FOX Entertainment September 2024 - November 2024

- Provided coverage for scripts, pilots and pitch decks for potential projects across Comedy, Drama, and Animation.
- Drafted loglines and summaries for upcoming programming, including *Going Dutch*, *Accused*, and *The Cleaning Lady*.
- Researched writers, directors, and actors, preparing talent briefs and analyses to inform packaging & representation.

Literary Management Intern | Echo Lake Entertainment June 2024 - August 2024

- Shadowed for manager assistants across multiple departments: Production, Literary Management, and Talent.
- Assisted manager assistants with multiple projects: multi-line phones, scheduling meeting spaces, submitting client self-tapes, updating client resumes and materials, distributing mail, cutting scenes for talent clients.
- Pitched an IP adaptation project and packaging deal to managers and partners, including talent attachments, writers, directors, and a preliminary budget, identifying new talent for potential signing.
- Assisted with talent-facing communications, including call scheduling, meeting prep, and correspondence.

Creative Development Intern | FilmNation Entertainment May 2024 - August 2024

- Analyzed and evaluated 30+ feature script submissions, gave verbal coverage at weekly development meetings.
- Shadowed assistants and executives in the development and production departments, assisting with producer's duties.
- Tracked & logged incoming submissions, first look, and overall deals, maintaining internal tracking grids.

Talent Management Intern | Entertainment Lab January 2024 - April 2024

- Navigated Breakdown Express, Casting Frontiers, Casting Networks, covered and gave notes on 15+ client scripts.
- Researched writers, directors, and actors, preparing talent briefs and analyses to inform packaging & representation.
- Composed and drafted 50+ daily audition, callback, and appointment emails for 400+ talent clients in a timely manner.

Digital Media Intern | The CW Network June 2022 - August 2022

- Designed and scheduled social posts on platforms with over 12 million followers, with posts accumulating 500k+ likes.
- Created series episode descriptions, titles, and thumbnails; quality-checked pre-released episodes for release.

ON-SET EXPERIENCE

- Associate Producer: Autumn & Summer (2023)
- 1st Assistant Director, Perpetual Perfection (2024)
- Production Assistant: Dogtown (2023)
- Production Assistant: Death and Ramen (2022)

LEADERSHIP EXPERIENCE

President | Trojan Filmmakers Club May 2024 - May 2025

- Managed all finances, including collecting dues, organizing independent fundraising campaigns and sponsorships.
- Managed production timelines as executive producer for three concurrent projects, evaluated 50+ script submissions, scheduled pitch meetings, oversaw casting, crew onboarding, scheduling, budgeting, post-production, and exhibition.

SKILLS

- Adobe Photoshop, Adobe Premiere Pro, Adobe Illustrator, Airtable, Breakdown Express, Casting Frontiers, Casting Networks, Final Draft, Google Suite, Industry Edge, IMDb Pro, Microsoft Office, Microsoft Excel, Movie Magic Budgeting, Movie Magic Scheduling, Multitasking, Script Coverage, Studio System, Verbal and Written Communication.