

# JOSHUA MYERS

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## EXPERIENCE

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### Production Assistant – Season 5 of *Insecure* (HBO)

November 2020 – Present

- Transport supplies and materials to various crew members, departments, and offices
- Relay information between crew members and departments
- Participates in daily production meetings
- Provide support to office staff as well as the film crew on set
- Perform various tasks such as assembling furniture, office organization, and running errands

### Assistant to Emmy® Nominated Actor

March 2020 – August 2020

- Managed high-volume phone calls and emails with managers, publications, agents, etc.
- Provided script coverage, pitched and researched projects for development
- Organized busy calendar, ensuring all meeting locations and information are up-to-date
- Coordinated business travel arrangements, maintained expenses, and corresponding receipts
- Managed general administrative tasks, such as filing, errands, office supply inventory management

### Assistant to TV Writer Mike Gauyo

March 2019 – May 2020

- Developed and managed series outlines
- Provided script coverage, pitched and researched projects for development
- Recorded and maintained detailed and orderly notes pertaining to the project
- Organized and created promotional materials for and participated in table reads

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## EDUCATION

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### Coastal Carolina University

Bachelor of Science in Public Health: August 2013

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## WORKSHOPS & MENTORSHIPS

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- #ALWAYSWRITE WORKSHOP – Deonte Staats
- Black Boy Writes Mentorship Initiative – Mike Gauyo