

# AMY BAKLINI

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Motivated, teamwork-oriented film industry professional with over 10 years of experience both on set and in the office. Also, a detail-oriented multitasker who's excellent at hitting deadlines.

## **EXPERIENCE**

### **Co-Producer/Co-Writer — January 2022 - present**

- Co-wrote and Co-producing a high budget short film for *Big Puddle Films* set to shoot in Dallas.

### **Staff Writer — September 2021 - January 2022**

- Staff Writer for the kids half-hour comedy series *Studio 3:16* (10 Episodes).

### **Director's Assistant for Emmy Winner Greg Yaitanes — October 2020 – March 2021**

- Administration: filing, scheduling, research, composing backgrounds/dossiers, building spreadsheets.
- Coordination: international travel, global entry, expedited passports during a pandemic, organization of an international move, long-term storage, donations, etc.

### **Creator/Writer/Executive Producer for the 'Frankie and Jude' Web-Series — 2015 - 2021**

- Marketing/Publicity: Q&As, panels, interviews, radio interviews, and advertising via FaceBook Ads.
- Premiered/Played: Funny or Die (2015-2018).
- Screenings & Awards: Screened in fifty festivals worldwide and received multiple awards.

### **Feature Writer: A Christmas Spectacular — 2019**

Hired by the production company Triple Jay to write a film in the vein of Hallmark Channel in 30 days.

### **Marketing Director for Southwest Scene Works — 2015 - 2018**

- Research: Providing our clients with the most up to date industry news and opportunities.
- Composition & Copywriting: Various ads for classes, intensives, guest speakers, outreach and events hosted by the company. Also, weekly emails using Integrated Marketing Platforms.

### **Producer's Assistant/Office Manager/PA for Vanishing Angle — 2012 - 2015**

- Producer's Assistant: Backgrounds/Dossiers of potential clients, research for possible partnerships, proofreading, providing notes on screenplays, personal tasks/errands, etc.
- Office Manager: Organizing data, calendars and scheduling, front desk and phones, filing, basic film editing, logging camera reports, social media, spreadsheets, supporting staff, and office maintenance.
- Production Assistant: (over 30 projects) Set PA, gear coordinator, runner, catering, craft services, art department, 2nd 2nd AD, and camera PA.

## **SKILLS**

Final Draft — Microsoft Office (65 WPM) — Google Suite — iMovie — Pages/Keynote/Numbers — Research — Proofreading — Script Feedback & Analysis — Comedy — Integrated Marketing Platforms — Creative Problem Solver — Time Management — Team Player — Collaborator — Multi-Tasker — Communication

## **EDUCATION**

### **UCLA Professional Programs TFT**

Certificate: Screenwriting Program 2019, Advanced Studies in Comedy Writing 2021

### **University of New Mexico — 2009**

BA in Theatre: Magna Cum Laude, GPA of 3.84 (Dean's List 8 semesters). Member of Phi Eta Sigma National Honors Society and recipient of the Louise Armijo Theatre Scholarship and Violet C. Moore Award for Acting.