

Elyssa Catalfano

Assistant & Writer

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Hardworking professional with a love for animation, experience in office operations, administrative support, and customer service. Highly organized and self-motivated with excellent communication and interpersonal skills from start to finish.

EXPERIENCE

Writer/ Co-Director / Producer's Assistant

Independent & Remote Project: Lucid Dream Short Animation Film Project

May 2022 – Present

Wrote and rewrote a five-page short script. Collected and organized production paperwork for review. Scheduled assignments and meetings through goggle doc and GMEET. Arranged financing for productions with Excel. Distribute messages within film crew by using Discord.

Costume Assistant

Walt Disney World, Orlando, FL

Nov 2015 - Nov 2017

Arranged costumes in order of use to facilitate quick-change procedures for performances. Examined costume fit on cast members and wrote notes for alterations. Provided Costumer with organized data and scheduling through Excel and Outlook.

Graduate Teaching Assistant

Savannah College of Art and Design (SCAD), Savannah, GA

Aug 2020 - Nov 2020

Distributed additional learning materials for enriching student understanding of course content. Provided instructors with assistance in the use of audiovisual equipment. Evaluated and graded examinations, assignments, and papers, and script coverage.

EDUCATION

Production Assistant Trainee

New Jersey Production Assistant Bootcamp, Old Bridge, NJ

Dec 2021

Master of Fine Arts (M.F. A.) In Dramatic Writing

Savannah College of Art & Design, Savannah, GA

May 2021

Bachelor of Fine Arts (B.F.A.) In Fashion Design and Merchandising

Centenary University, Hackettstown, NJ

May 2014

SKILLS

- Microsoft Office & Excel & Final Draft
- Production Deadlines
- Story Development
- Copywriting, Editing and Review
- Knowledge of scriptwriting and all its technical components
- Research
- Script Coverage
- Creative Writing
- Persistence and Determination
- Ability to create a believable and interesting story