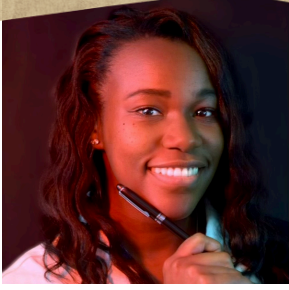


Candice Horde Resume



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EDUCATION

MASTER'S IN WRITING & PRODUCING FOR TV
Loyola Marymount University | Los Angeles, CA | 2021

**BACHELOR'S IN CREATIVE WRITING & TECH
COMM. & RHETORIC, MINOR IN CHEMISTRY**
Texas Tech University | Lubbock, TX | 2017

EXPERIENCE

NETFLIX - NOBODY WANTS THIS (S2 & S3)

WRITER'S ASSISTANT → SCRIPT COORDINATOR

Hollywood, CA | September 2024 - March 2026

- Draft detailed notes on internal and external meetings
- Create new systems and living documents for notes and efficient information recall
- Combine and organize data and supplies for virtual and physical room operations
- Draft and proof in-room story documents for brainstorming
- Extensive research and findings packets
- Send writers off with detailed story packets that include comprehensive episodic outlines, the season summary, related show bible information, and a candy bag (fun quotes or bits to include to the writer's discretion)

HULU - BUFFY THE VAMPIRE SLAYER SEQUEL

SHOWRUNNER'S ASSISTANT → WRITER'S ASSISTANT

Hollywood, CA | March 2025 - September 2025

- Creative and operational support, maintaining confidentiality and efficiency in a fast-paced, deadline-driven environment
- Manage cross-departmental communication to ensure alignment on creative, production, and executive expectations
- Compose precise and detailed notes, story documents, and research documents for internal writers' room discussions and high-level external meetings
- Collaborate with the writers to contribute original ideas and explain pre-explored concepts to the show's mythos, including world-building logic and story physics.
- Manage the distribution of episodic and serialized creative materials, ensuring timely delivery of documents to producers, studio, network, and other stakeholders.
- When prompted, pitch storylines, character arcs, and conceptual frameworks during writers' room sessions to support episode breaks and drafts

MARVEL STUDIOS

EXEC ASSISTANT TO HEAD OF STREAMING, TV, & ANIMATION

Burbank, CA | April 2022 - September 2024

- Heavy scheduling, coordinating, and studio-wide doc distribution
- Read and track all creative departmental materials
- Provide coverage on scripts and outlines
- Review material and cuts then deliver notes for select projects
- Manage over 60 people from 3 internal departments

MARVEL STUDIOS' EXEC PRODUCER BRAD WINDERBAUM

PRODUCER'S ASSISTANT

Burbank, CA | April 2022 - Present

Live-Action, Scripted: Thor: Love and Thunder (2022), Werewolf by Night (2022), She-Hulk: Attorney at Law (2022), The Guardians of the Galaxy Holiday Special (2022), Secret Invasion (2023), Echo (2023), Loki Season 2 (2023), Daredevil: Born Again (2025), Wonder Man (2026), Iron Heart (2025), Agatha All Along (2024)

Animated and Unscripted Projects: I Am Groot Season 1 and 2 (2022 - 2023), What If...? Season 2 (2023), X-Men '97 (2024), Marvel Studios: Assembled (2022 - 2023), Voices Rising: The Music of Wakanda Forever (2023), Friendly Neighborhood Spiderman (2025), Eyes of Wakanda (2025)

20TH TV CURRENT PROGRAMMING (SERIES)

EXEC ASSISTANT TO THE HEAD OF DRAMA

Century City, CA | April 2021 - May 2022

- Admin filing, organizing, tracking, and collating mass information into grids
- Check writer & director availabilities & create deal memos
- Creator & Talent liaison
- Revision/Character/Plot tracking for all materials
- Heavy scheduling, rolling calls, and department memo updates

FX (Sep 2020 - April 2021), **HBO** (Jan 2020 - March 2020)

& ABC NETWORK (Aug 2019 - Dec 2019)

PROGRAMMING INTERN

Los Angeles, CA

- Provide literary, script, and established IP coverage
- Collate production info and draft episode summaries
- Analyze anime & its space in American media
- Research IP information and collate grids
- Draft and send weekly departmental reports

RELATED EXPERIENCE

- Ideation, organization, and documentation of design pitch decks, series bibles, and development-facing creative materials
- Creation and light editing of rip reels and proofs of concept to support pitches and internal development
- Design and implementation of new systems and protocols to improve business efficiency and information flow
- Rigorous long-form research for an academic paper on federally mandated citizen advisory boards and their functional structures
- Interpersonal skills and personnel management across creative, executive, and production teams