

NOAH SPENCER

spencernoah81@gmail.com | 520-658-9578

ADMINISTRATIVE ASSISTANT/CLERICAL PROFESSIONAL. Articulate, detail-oriented individual. Adept at multi-tasking, and a quick learner. Always willing to help others. Offers experience working with diverse populations. Demonstrates forward thinking as an approach to problem-solving. Deadline conscious and skilled in time management. Compassionate, patient, goal driven.

SKILLS

- MS Office
- Adaptability
- Exceptional communication and listening abilities
- Problem analysis and solving
- Organizational skills
- Content Creation
- Organized and efficient
- CMS software proficient

EDUCATION

Bachelor of Arts Film and Television | Minor in Business Administration | May 2023 University of Arizona, Tucson, Arizona | GPA: 3.13

WORK EXPERIENCE

Clerical Intern | Encourage Arizona, Tucson, AZ | February 2025

- Assisted in managing the flow of paperwork and facilitated clerical operations for staff with professional etiquette.
- Supported business development matters and company objectives.
- Completed data entry, phone operation and documentation management.

News Producer Intern | KVOA News 4, Tucson, AZ | January 2024 – September 2024

- Pitched stories and communicated with members in morning meetings.
- Navigated and utilized the ENPS system to transcribe scripts into broadcasting systems.
- Proficient in BLOX CMS and article writing to update website.
- Produced and assisted in afternoon shows.

Producer | Digital Future Bilingual Studio, Tucson, AZ | Summer 2023

- Produced news stories tied to the University of Arizona: writing scripts, putting together Mis en Scene, interviewing subjects, camera composition and editing.
- Trained to use a BlackMagic Design Switcher and to control visuals during live broadcast.

- Completed research to gather facts of story by using word of mouth and online research.

Manager | Golden Artist Entertainment, Los Angeles, CA | October 2022- January 2023

- Assistant to comedian Dante Rusciollelli at GAE and helped collaborate on their film, House of Karma.
- Worked as a booking agent for comedian Ted Rex aka “T-Rexx”, coordinated his schedule and booked shows at comedy clubs in Los Angeles.
- Contributed ideas about how to expand client recognition and promoted them through social media, while actively communicating with studios.

Writer | Hollywood Insider, New York, NY | April 2022- October 2022

- Wrote articles about breaking news and provided education on TV shows and movies within the industry.
- Remained unbiased and provided information material to avoid tabloid formats.
- Produced five supervisor-recognized articles with a unique perspective and gravitating writing style that attracted audience attention.
- Wrote an insightful article about disability representation on-screen, which received recognition amongst viewers.