

# DANIELLE DENNIS

Executive Assistant

dsimone32@gmail.com 818.390.4549 Los Angeles, CA  
[www.linkedin.com/in/daniellesdennis](http://www.linkedin.com/in/daniellesdennis)

## WORK EXPERIENCE

### M88/MACRO

Executive Talent Assistant Jan 2024 - May 2025

- Provided executive support for two Senior Talent Managers with full calendar management, meeting facilitation, travel coordination and overseeing internal / external professional correspondence.
- Liaised with industry professionals, including clients, casting directors, producers, and others ensuring seamless communication / project management.
- Developed and maintained client materials such as portfolios, resumes, and reels, ensuring accurate and up-to-date representation.
- Monitored industry trends and identified upcoming projects and opportunities for clients to maximize career growth.

### MARVEL STUDIOS

Features Production Assistant June 2022 - Jan 2024

- Provided hands-on support for creative and production executives on various projects including comic research, presentation preparation, and distribution of confidential materials
- Supported the creative team by coordinating a range of technical and administrative activities
- Provided administrative, scheduling, and project/production assistance as needed to cover and assist the desks of executives (Kevin Feige, Louis D'Esposito, and Brad Winderbaum)

### AMERICAN BROADCASTING COMPANIES, INC. (ABC)

Current Programing Intern Sept 2021 - June 2022

- Temporarily covered the desk of VP of Current Programming and Executive Director of Current Programming
- Managed heavy calendar scheduling
- Wrote summaries of incoming materials for the weekly Current Report
- Maintained databases, filing systems, and mailing lists

### FRANKLIN ENTERTAINMENT

TV & Film Development Intern Jan 2021 - May 2021

- Researched new story ideas that fit the company's brand of inspirational faith based projects
- Covered scripts and participated in weekend read meetings to assist in the expansion of the slate
- Collected data on successful and up-and-coming filmmakers and talent using Studio System

### MACRO

TV & Film Development Intern Sept 2020 - Dec 2020

### FILMNATION ENTERTAINMENT

Production & Development Intern Sept 2020 - Dec 2020

## EDUCATION

Howard University  
Bachelors of Arts in  
Strategic, Legal, and  
Management  
Communication  
Magna Cum Laude  
2017 - 2021

CIEE Global Institute  
London, UK & Paris,  
France  
2019

University of  
California, Los  
Angeles  
Creative Producing  
Summer Institute  
2020

## TECH SKILLS

Adobe Creative Cloud  
Breakdown Express  
MS Office  
Google Suite  
Studio System  
PIX  
Scenechronize  
Airtable  
Final Cut Pro  
Apple iWork  
Canva