

Trina Guharoy

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EDUCATION

Boston University. College of Communication

Graduated: January 2022

Bachelor of Science in Communication – Double Major: Film and TV & Advertising

Relevant Coursework: TV Management, Business of Hollywood, TV Production, Screenwriting, Creative Producing, Cinematography, Comic Book Television Production, Copywriting, Video Advertising, Film & TV Story Analysis (UCLA) Game Design (CG Spectrum), Writing for Video Games Masterclass I (The Narrative Department)

WORK EXPERIENCE

Sony Pictures Entertainment Los Angeles, California

September 2022 - July 2023

Admin Assistant in International Development & Programming Team

- Supported VP and Director in administrative duties, and EVP when necessary
- Scheduled international meetings and travel for executives
- Supported International team in coordinating schedules, production calendars, and meetings, as well as calendars for international travel
- Maintained and updated talent, contacts, submission, internal writer/director grids, IP grids, and databases
- Researched and created informative reports on domestic and international studios for executives as well as carried out avail checks
- Took detailed notes in meetings for Director, VP, and EVP
- Attended and coordinated pitches and external meetings with team members, Sony production companies, and studios, both internationally and domestically, and provided creative feedback to executives
- Provided creative feedback for new and current series in development and production, and Sony content in other pods
- Compiled and submitted expense sheets for executives
- Provided feedback for new submissions such as outlines, pitch decks, books, rough cuts, and scripts, shorts, features, podcasts, and reels
- Assisted and coordinated communication with creative community
- Sent out weekly team emails and newsletters to internal production companies and team
- Rolled calls for executives
- Researched and recommended new IP, projects, and talent
- Wrote end of week emails and source content for weekend read lists for team
- Helped manage interns

HBO Max (Warner Bros Discovery), Los Angeles, California

June 2022 - September 2022

Admin Assistant in International Originals Development Team

- Supported VP, Director, and Coordinator in administrative duties
- Scheduled meetings for executives and coordinator
- Supported International team in coordinating schedules and meetings
- Organized production calendars for executives
- Rolled calls for executives
- Maintained and update talent, contacts, and IP grids
- Researched and recommend new IP, projects, and talent
- Took notes in meetings as advised
- Attended pitches and external meetings with team members to provide thoughts
- Calculated and submit expense sheets
- Provided creative feedback for new and current series in development
- Provided feedback for new submissions such as outlines, pitch decks, books, rough cuts, and scripts.
- Attended pitches and external meetings with team members to provide thoughts to execs
- Provided specific feedback for new and current series in development
- Helped manage interns

Burn Later Productions, Los Angeles, California

March 2022 - June 2022

Development Assistant Intern

- Reported directly to Director of Development
- Reviewed pitches and scripts for financing and co-productions
- Scheduled and coordinate meetings for the team
- Kept track of potential talent and content to produce
- Carried out administrative assistant duties for Partner-Executive
- Sent daily trades update emails
- Took notes during internal and external meetings

WarnerMedia

June 2021 - December 2021

Scripted Development Intern for TNT/TBS/TruTV

- Supported assistants and executives to ensure development of future and potential scripted projects like Animal Kingdom, Chad, SnowPiercer, etc.
- Prepared and updated production tracking documents and grids
- Wrote 25+ coverages on incoming material like rough cuts, scripts, podcasts, novels, and outlines
- Worked with high-level executives and assistants to schedule meetings and calls
- Reached out to external companies to work with them and took calls
- Helped organize production calendars
- Organized incoming material and learned to prepare negotiation requests
- Researched and presented new IP
- Attended pitch meetings and provided notes and thoughts
- Covered desk and managed schedules of Co-Head and SVPs, two at a time
- Wrote feedback on writer samples for writer's room considerations
- Updated and tracked talent grid on internal databases
- Logged voicemail calls into phone sheets for executives
- Drafted end of day and end of week summary emails for team
- Wrote specific feedback on in-development series as requested for executives
- Carried out other executive assistant duties as assigned and handled multiple tasks as needed
- Took notes at internal and external meetings

SKILLS AND INTERESTS

Media: Coverage, Copywriting, Sound Mixing, Line Production, Storyboarding, Editing, Producing, Crowdfunding, Basic Animation, Website Creation

Software: MS Suite (Outlook, Word, Excel, Powerpoint), Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, InDesign, Illustrator), Google Workspaces, Avid, Final Cut, Google Suite, Final Draft, Pages, Keynote, iCal, Numbers, Blender Animation, Movie Magic, Final Cut Pro, Twine, UE4/5, Figma, Mac IOS Software, Windows, Unreal Engine, Studio System, Teamwork, Organization, Scheduling, Note-taking, Event Organization, Rolling Calls

Languages: English Native and Spanish Fluent

Interests: Mixed Martial Arts, Karate, Dungeons & Dragons, Game Design, Wildlife Conservation Volunteering, Football, Graphic novels