

# Susie Hunt

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Efficient and experienced script reader with strong analytical skills, administrative experience and attention to detail seeking to build a career in scripted film and television development and production.

## Professional Employment

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### **Script Reader** | London | **Freelance** | March 2020 – present

- Reading and writing reports on scripts and books for [Element Pictures](#), [Heyday Films](#), [Screen Ireland](#), [Nashville Film Festival](#), [Screencraft](#) and [Shore Scripts](#), alongside private clients
- Delivering detailed analysis and notes on narrative and commercial potential
- Presenting constructive solutions and feedback on script issues

### **Agent's Assistant** | London | **William Morris Endeavour (WME)** | March 2020

I received an offer for the position of Motion Picture (Literary) Agent Assistant at William Morris Endeavor (WME), London, on 2 March 2020. Due to COVID-19, the offer was revoked on 19 March 2020, following my resignation from Middle Table Productions. I underwent assistant training at the WME Beverly Hills office, which covered:

- Client payments
- Submissions
- Phone logs
- Agent diary management

### **Production Coordinator** | London | **Middle Table Productions** | August 2019 – March 2020

- Created minute-by-minute schedules for producers ahead of complex shoots
- Managed production meetings and distributed notes and action items daily
- Used excellent communication skills to liaise between clients and creative personnel
- Efficiently raised contracts, processed production paperwork and logged company expenses

### **Development Intern** | London & Los Angeles | **Heyday Films & TV** | June - December 2018

- Interned at Heyday's offices in Los Angeles June – August 2018 and was invited to intern for a further month in December 2018 at Heyday's London headquarters
- Provided high quality, constructive coverage and development notes on book and script submissions
- Identified marketable IP in the form of books, graphic novels, articles and podcasts
- Highlighted up and coming writing and directing talent for executives' attention

### **Development Intern** | Los Angeles | **Pacific Electric Picture Company** | January – June 2018

- Provided script notes and coverage on scripts, show bibles and treatments
- Acted as creative filter for Ed Helms, prioritising weekend reads and director samples
- Attended writers' meetings, took minutes and provided editorial feedback
- Closely assisted in the development of feature CORPORATE ANIMALS, from the first draft

## Relevant Experience

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### Regional Director, South East | London, UK | Food4Heroes | March – June 2020

- Coordinated the delivery of 23,000+ meals to NHS frontline workers during the COVID-19 crisis
- Handled public relations and marketing, acting as the spokesperson for my territory
- Spearheaded regional funding, raising over £30,000 in donations and sponsorships

## Education

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Trinity College Dublin	2015 – 2019	BA (Hons) English Literature & Film Studies (First Class Honours 1:1)
University of California, Los Angeles	1 Year Academic Exchange 2017 – 2018	Film and TV with English Literature (3.87 GPA)

## Skills

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Script coverage, development notes, proofreading, research, diary management, answering phones, Microsoft Office (Word, Powerpoint, Excel), Google Suite, Final Draft, Adobe Creative Cloud (Premiere, Photoshop, Lightroom), Final Cut Pro X, Xero Accountancy Software, Hubspot CRM

References available on request