

# Colette Weber Shaw

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## EDUCATION

### University of California, Los Angeles

Present

*Master of Fine Arts, Screenwriting*

### Sarah Lawrence College

Bronxville, NY

*Bachelor of Arts, GPA: 3.8*

2018–2022

## WORK EXPERIENCE

### ENGAGE Tutoring

Los Angeles, CA

*Tutor*

Aug 2024 – Aug 2025

- Guided students ages 10-17 through learning challenges in everything from Math, AP Lang, Vocabulary, History, and Biology.

### MIRMADE Productions

NYC/LA

*Intern, Production Assistant*

Jun 2022 - Jan 2025

- Served as an Associate Producer for an upcoming feature, Lockjaw by Sabrina Greco
- Secured locations and catering, saving productions upwards of \$5,000.
- Evaluated potential scripts, prepared call sheets, and ensured that every shoot went smoothly.

### NBCUniversal - *Girls5eva*

Brooklyn, NY

*Production Assistant*

Mar 2023 - May 2023

- Coordinated with the production team to secure exclusive access to sets and prevent unauthorized entry or noise, resulting in zero disruptions during filming.
- Oversaw timely delivery of film reels to post-production houses, ensuring completion of episodes.

### HBO - *Last Week Tonight with John Oliver*

New York, NY

*Office PA*

Jul 2022 - Nov 2022

- Streamlined the research team's workflow by developing a database to organize news articles, reducing research time by 30%.
- Transcribed over 50 hours of raw footage for upcoming episodes, ensuring accuracy for all episodes.
- Supported the entire production on shoot days by prepping green rooms, organizing production offices, providing sustainable crafty, and distributed scripts to all departments.

### Ryder Picture Company

Remote, CA

*Development Intern*

Jan 2022 - May 2022

- Analyzed scripts and composed detailed coverage for all projects, saving the Producers vital time by recommending only the strongest and outstanding scripts.
- Corresponded with talent agencies and created an inventory of availability for Hollywood's top actors.
- Coordinated virtual meetings with top clients for the lead producers.

### California State Summer School for the Arts

Los Angeles, CA

*Teacher's Assistant*

June 2021 - Aug 2021

- Facilitated class discussion and helped create the narrative film curriculum for a class of 50+ teens
- Spearheaded personalized help sessions with the students to help them edit and elevate their films
- Developed and taught a screenwriting course that focused on character development.

## SKILLS AND WORK ETHIC

- Adobe Suite, Excel, MS Office Suite, Premiere Pro, Script Coverage, Scheduling, Project Management, Locations & Travel Coordination, Childcare, Editing and Research.
- Excellent verbal and written skills, Organized and analytical, Collaborative as both a team member and leader, Has a strong creative vision, and is eager to learn and develop professionally.