

Colette Weber Shaw

Los Angeles, CA | colettewebershaw@gmail.com | (626) 390-3610 | colettewebershaw.com

EDUCATION

University of California, Los Angeles

Master of Fine Arts, Screenwriting

Present

Sarah Lawrence College

Bachelor of Arts, GPA: 3.8

Bronxville, NY

2018–2022

WORK EXPERIENCE

ENGAGE Tutoring

Tutor

Los Angeles, CA

Aug 2024 – Aug 2025

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

MIRMADE Productions

Intern, Production Assistant

NYC/LA

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*

Production Assistant

Brooklyn, NY

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*

Office PA

New York, NY

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

Development Intern

Remote, CA

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

Teacher's Assistant

Los Angeles, CA

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.