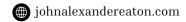
# **Alex Eaton**

**■** jalexeaton27@gmail.com

**4** 770-634-7810



# **Relevant Experience**

#### ASSEMBLY STUDIOS

JUL 2025 - SEP 2025

- Intern/Producer
  - Developed and pitched two short film concepts to executive leadership.
  - Produced a seven-minute short film with a budget of \$7,500.
  - · Successfully kept production on schedule and under budget.
  - Drafted budgets, reached out to Vendors, and hired a fifty-person crew.

#### THE WONDER PROJECT

JUN 2022 - JAN 2023

- Junior Development Executive
  - · Created pitch decks and visual presentations tailored for executive and investor audiences.
  - Edited treatments, internal documents, and communications to ensure clarity.
  - Conducted market research and compiled data to help guide development decisions and align content with current trends.
  - Collaborated closely with writers and producers to streamline early-stage project workflows.
  - · Assisted and participated in creative brainstorming sessions.

#### KINGDOM STORY COMPANY

MAY 2021 - JUN 2022

- Assistant to Head of Creative Development
  - o Managed schedules and travel for three senior executives.
  - Coordinated development meetings and prepared detailed notes.
  - Supervised and delegated work to a team of six interns.
  - Evaluated 200+ screenplays for narrative quality and market potential.
  - · Streamlined office operations and managed high call volume.

# "JESUS REVOLUTION" (LIONSGATE)

JAN 2022 - APR 2022

- Writers Assistant/ Directors Assistant
  - Managed communication flow between departments and talent.
  - · Maintained up-to-date script revisions and distributed daily pages.
  - · Assisted with creative notes, prep meetings, and day-to-day logistics on set.
  - Fact-checked period details to maintain historical accuracy.

# **Education**

#### LIPSCOMB UNIVERSITY

• B.A., English Literature, 2024

### Skills

- Creative Development
  - Script coverage, Pitch decks, Market research, Story editing
- Production
  - Budgeting, Crew hiring, Vendor negotiation
- Technical Tools
  - Microsoft Office, Google Workspace, Slack, Canva, Final Draft, Airtable, Adobe, Notion
- Communication
  - Departmental Coordination, Professional Correspondence, Talent & Stakeholder Relations
- Administrative
  - Scheduling, Office Operations, Prepared materials daily
- Collaborative
  - Creative Brainstorming & Writers' Room Support, Aligning Team Efforts with Project Goals