

Alex Eaton

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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
 - 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

Excellent reference available upon request