

# Lauren McMillan

Los Angeles, CA | LaurenMcMillan13@gmail.com | www.LaurenMcMillan.com

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## EDUCATION

**Florida State University, Associate of Arts (2019)**

**University of Central Florida, Bachelor of Arts in Film and Theatre Studies (2020)**

- 3.8 GPA, President's Honor Roll, College of Fine Arts Dean's List

## WORK EXPERIENCE

**Warner Bros. *Doom Patrol* — Production Assistant (Atlanta, GA)**

April 2021

- Ran errands for the Wardrobe Department Head, organized files/paperwork, acted as the liaison between wardrobe and production
- Upheld and led Covid compliant protocols

**Phoenix Pictures — Creative Development Intern (Los Angeles, CA)**

May 2020-December 2020

- Completed script coverage, attended developmental meetings, learned how to package films and communicate with industry professionals

**Straight Up Films — Intern (Los Angeles, CA)**

February 2020-August 2020

- Completed script coverage, completed various detail-oriented written work for upcoming projects

**The Diamond Talent Agency — Film and Television Intern (Orlando, FL)**

August 2019-December 2019

- Contacted and scheduled talent, communicated directly with Casting Directors, confirmed bookings, and reviewed new talent using various databases
- Assisted with administrative office tasks such as emails, answering phone calls, and running errands

**The Orlando Shakespeare Theater — Theatre Education Intern (Orlando, FL)**

May 2019-July 2019

- Assisted with the audition and casting process for young talent (ages 7-14)
- Designed logos and taglines for social media, took production photos, and recorded shows for publicity
- Assisted teachers with curriculum, led vocal/physical exercises, taught script and character analysis

**SKILLS:** Script Coverage, Event coordination, Marketing, Team development, Experienced public speaker, Outgoing, Detail-oriented, Experience with Zoom, Macbook, iMovie, Microsoft Outlook, and Casting Databases (Cast It, Breakdown Express)