

Samantha K. Tan

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EXPERIENCE

- Executive Assistant, Reel Start (Evan Goldberg's entertainment nonprofit) | Los Angeles, CA** 01/2023 – Present
- Manage Executive Director's schedule and to-do list, prep programs and events, schedule meetings, travel, organize digital filing system, note-taking, draft emails, manage approval and filing of expenses and invoices
- Line Producer's Assistant, "The Sex Lives of College Girls Season 2" (Max) | Los Angeles, CA** 02/2022 – 09/2022
- Drafted DGA deal memos, director's agreements, pay authorizations, scheduled meetings, organized budget folders, created production calendars, ran production and personal errands, updated producer's personal calendar
- Line Producer's Assistant, "The Flight Attendant Season 2" (Max) | Los Angeles, CA** 08/2021 – 02/2022
- Drafted DGA deal memos, DGA script confirmations, director's agreements, pay authorizations, and scheduled meetings, organized budget folders, ran production and personal errands, updated producer's personal calendar
- Director and Producer's Associate, "The Rainbow Prince" (Doug Claybourne's short film) | Philadelphia, PA** 03/2021 – 07/2021
- Scheduled meetings, interviewed crew, wrangled and cast 40 extras, COVID testing, organized production folder
- Production Assistant and Office PA, Soapbox Films (commercial, TV and feature shoots) | Los Angeles, CA** 04/2021 – 06/2021
- Assisted Assistant Directors with talent, crafty, load-in and wrap-out, lockups, ran production errands, sanitization
- 2nd Assistant Director, "Could You Survive the Movies" (YouTube series), Dir. Jake Roper | Los Angeles, CA** 01/2021
- Worked on 2 episodes of an Emmy-winning series, assisted 1st AD, wrangled talent, production notes, safety protocols
- Producer, "Unstable" (Mimi Rose music video), Dir. Fiorella Vescovi | Los Angeles, CA** 05/2020 – 10/2020
- Created & oversaw budget, hired crew, locations, equipment, permits, production management, COVID safety protocols
- Director's Assistant, Nicolai Fuglsig | Los Angeles, CA** 02/2020 – 04/2020
- Helped develop TV project, managed personal calendar, transcribed ideas, wrote up episode summaries, designed visuals, ran personal and production-related errands
- Development Intern, Women in Film | Los Angeles, CA** 01/2020 – 05/2020
- Assembled and maintained contact databases, developed communication materials, tracked social media engagement
- Producer, Fearless Records (Grayscale music videos), Dir. Jordan Mizrahi | Philadelphia, PA** 09/2018
- Hired crew, managed casting, transportation, locations and call sheets for "If I Ever See You Again" and "Fever Dream"

INDEPENDENT WORKS – Producing and Writing

- Co-Writer & Creative Producer, "En Pointe" (short film), Dir. Megan Lee | Los Angeles, CA** 10/2022 – Present
- Reworked dialogue and action lines, assist Director/Writer with character exploration, SAG paperwork, locations
- Assistant Producer, "Expanding Sanctuary" (documentary), Dir. Kristal Sotomayor | Philadelphia, PA** 07/2019 – 05/2020
- Assisted with fundraising, marketing, production, distribution, and social media for a film about immigrant rights
 - Featured on 6abc Philadelphia & 2021-2022 Added Velocity Grant Recipient
- Executive Producer & Co-Creator, "Ambitious" (web series) | Philadelphia, PA** 04/2018 – Present
- Developed and reworked scripts, produced a 6-episode web series about an Asian-American college dropout. Led fundraising, hired and oversaw crew, locations, legal, casting, production management, marketing, and social media
 - Rebooted by 3 Left Handed Women & El Ride Productions for Distribution & Pitching, featured on B&H Photo Video, sponsored by the Philadelphia Women's Film Festival
 - 2022 Sundance Institute and The Asian American Foundation Fellowship & Scholarship

SKILLS

- Tech:** Microsoft Office Suite, Gmail Suite, Adobe Premiere Pro CC, Adobe Lightroom, Adobe Illustrator, Adobe Photoshop
- Language:** Bilingual in English and Vietnamese

EDUCATION

Temple University, Center for the Performing and Cinematic Arts, Philadelphia, PA GPA: 3.79/4.0 Class of 2020
Degree: Bachelor of Arts in Film and Media Arts, Certificate in Entrepreneurship and Innovative Management
Key Coursework: Producing, Directing, Entrepreneurial Thinking, Social Entrepreneurship
Awards: W.W. Smith Charitable Trust Scholar for 2018-2020 Jessie Marie Watkins Scholarship for 2017-2020
Beatrice Deglin Leder Film & Video Production Award for 2019