

Grant E. Singer

(415) 367-5076
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EDUCATION

University of Southern California (2013-2017)

- BA Film & Television Production - *Magna Cum Laude*
- Phi Beta Kappa Honor Society

San Francisco University High School (2009-2013)

EXPERIENCE

- Director's Assistant **HOMEcomings Season 2**, Los Angeles (Summer 2019-Winter 2019)
Personal and on-set assistant to Kyle Patrick Alvarez on Amazon's *Homecomings*
Responsibilities included personal scheduling, visual research, creating script and storyboard breakdowns, driving Mr. Alvarez, and other personal assistant duties
- Writers' PA **HOMEcomings Season 2**, Los Angeles (Fall 2018-Summer 2019)
Writers' PA for Amazon's *Homecomings* writers' room
Responsibilities included research, proofreading, taking notes during the room and notes calls, coverage for showrunners' assistant, lunch runs, general office management and upkeep
- Office Assistant **Anonymous Content**, Los Angeles (Fall 2017-Fall 2018)
Office assistant at major production and management company
Responsibilities included desk coverage for managers and producers, general mailroom duties, office management and upkeep
- Director's PA **Mercedes-Benz Commercial**, Los Angeles (Spring 2017)
On-set assistant and driver for Mark Romanek on Mercedes-Benz commercial shoot
- Director's PA **AT&T Commercial**, Los Angeles (Winter 2017)
On-set assistant for Daniel Wolfe on AT&T commercial shoot
- Intern **Anonymous Content**, Los Angeles (Spring 2016-Spring 2017)
Production intern for commercial development department
Responsibilities included lunch pickups for 30 staff members, formatting visual treatments, general errands
- Intern **Temple Hill Entertainment**, Los Angeles (Summer 2015)
Development intern for development company (*Fault in Our Stars*, *Twilight*)
Responsibilities included script coverage, creating research packets, general errands

SKILLS & INTERESTS

- Highly proficient in: Adobe Suite; Final Draft 11, AVID and Final Cut; Microsoft Office; Windows/Mac
- Volunteer instructor at 826LA, a non-profit dedicated to supporting students with creative and expository writing skills
- Meticulous eye for detail, excellent proofreader
- What I'm watching and loving: *Succession* (finally)