

Emily Robinett

emilyrobinett@gmail.com • www.emilyrobinett.com • linkedin.com/in/emily-robinett • (512) 670-6681

PROFESSIONAL EXPERIENCE

QUINN MEDIA MANAGEMENT | LITERARY MANAGEMENT ASSISTANT | May 2023 – Present

Literary management office representing European and Canadian clients | Beverly Hills, CA

- Clients include Enterprise Ireland, Windmill Lane, Actios, and other international production companies.
- Created business strategies and proposals for producers and state film offices to facilitate Hollywood sales.
- Tracked entertainment news publications to package clients with projects freshly greenlit by U.S. networks, cablers and streamers.
- Organized and executed a week of general meetings for visiting international clients. Created a detailed itinerary packet with all transportation, parking, studio security clearance, dinner reservations, and background research prepared in advance.
- Managed client communications, fielding inbound phone calls or email correspondence, and orchestrating outbound correspondence.

RIDEBACK PRODUCTIONS | DEVELOPMENT INTERN | January 2023 – May 2023

Production company founded by current Chairman of Netflix Films, Dan Lin | Los Angeles, CA

- Tracked book festivals and awards to recommend IP for development to producers and development executives.
- Researched market trends and organized information into a working database for executives to continually reference.
- Prepared elaborate script coverage on incoming submissions and evaluated responses to several open writing assignments.
- Created elements of several pitch decks that were taken out to Hollywood buyers.
- Viewed and noted first cuts of several films in production for studios including Disney, Netflix, and Universal Pictures.

DODGE COLLEGE OF FILM AND MEDIA ARTS | ADMISSIONS ASSISTANT | October 2023 – Present

- Stationed to greet visitors with a professional and positive attitude, giving an excellent first impression to represent the institution.
- Corresponded via phone and email to give exceptional customer service to prospective college students and families.
- Learned all information needed to give hour-long, highly personable tours to campus visitors.

MANAGE-MENT | INTERN AND MENTEE | September 2023 – December 2023

Bicoastal management and production company led by producer and manager, Dan Halsted | Los Angeles, CA

- Mentored weekly by Dan Halsted and company partners in pitching, IP research, and prospective client scouting.

EDUCATION

CHAPMAN UNIVERSITY | DODGE COLLEGE | Master of Fine Arts (M.F.A.) Television Writing and Producing

Graduating May 2024 | Orange, CA

- **GPA:** 4.0/4.0

TULANE UNIVERSITY | Bachelor of Arts (B.A.) Theatre | Bachelor of Science (B.S.) Neuroscience

Graduated May 2022 | New Orleans, LA

- **Honors:** *magna cum laude*, Deans' Honor Full-Tuition Scholarship
- **GPA:** 3.9/4.0

FILM AND TV SCHOOL OF THE ACADEMY OF PERFORMING ARTS (FAMU)

Intensive International Summer Filmmaking Program | Summer 2022 | Prague, CZE

- One of sixteen global students selected to attend a filmmaking intensive at the Film and TV School of the Academy of Arts in Prague, the world's fifth oldest film school. Wrote the short selected for production by the course and oversaw its development.

SKILLS

LITERARY MANAGEMENT

Client Coordination • Scheduling and Tracking • Evaluating Industry Data • Database Management

BUSINESS DEVELOPMENT

Prospect Research and Outreach • IP Research and Pitching • Strategy Development • Event and Travel Planning

COMPUTER SYSTEMS

Microsoft Office Suite • Adobe Creative Cloud • Google Workspace • Video Conferencing Software

FLUENT IN SPANISH