

Rebecca Baruch

(310) 710•8953 | rebecca@rkbproductions.ca | www.rkbproductions.ca

EXPERIENCE

Executive Assistant to the CEO | Lionsgate Entertainment
Santa Monica, CA | May 2018 – Present

Office of Jon Feltheimer • Worked in a fast-paced environment managing a high volume of calls and emails • Maintained a multi-layered schedule for internal and external meetings • Coordinated daily office needs with individuals ranging from high level executives to executive assistants • Filtered, organized and prioritized information • Handled confidential and sensitive material • Wrote script coverage and conducted research on potential projects • Greeted guests and represented the office to the highest standard

Television Drama Development Intern | Sony Pictures Entertainment
Los Angeles, CA | Spring 2018

Wrote coverage for pitches, scripts and novels • Desk experience including rolling calls and managing schedules • Read and analyzed competitive scripts for pilot season • Participated in weekly executive department meetings • Created and maintained one-sheets and contact sheets • Assisted in daily office management including greeting guests and preparing boardrooms

Film Development Intern | The Weinstein Company/Dimension Films
New York, NY & Los Angeles, CA | Summer 2016 & 2017

Wrote daily coverage and analysis for scripts and novels • Conducted research on available properties for adaptation • Pitched potential project ideas • Desk experience • Greeted guests, answered phone calls and assisted in office scheduling • Sorted, reported and watched dailies for a television series in production • Worked at a film premiere, assisting with talent as well as event coordination

Film Production Company Intern | See-Saw Films
London, UK | Summer 2015

Pitched new film project ideas • Wrote coverage • Evaluated novels for potential adaptation • Conducted research for project development • Assisted in meetings with clients and employees

Film Production Company Intern | First Generation Films
Toronto, Canada | Summer 2014

Pitched new film project ideas • Wrote coverage • Planned screening events • Managed schedules

Founder | RKB Productions
Toronto, Canada | Fall 2012 – Present

Wrote, directed and produced over a dozen short films • Oversaw the completion of all films from pre-production through post-production, as well as the marketing of projects and submissions to film festivals • Led a cast and crew of over 20 people on various projects • Managed budgets of over \$2000

Film Festival Founder | Spotlight Charity Film Festival
Toronto, Canada | May 2013 – April 2014

Created and organized an annual film festival showcasing entries from ten Toronto high schools • Entries were judged by a panel of professional film critics and industry professionals • Winners were showcased at a theater presentation • Raised \$4000 for charity in its first year • Spotlight is now in its fifth year

EDUCATION

Syracuse University
S.I. Newhouse School of Public Communications
Bachelor of Science, *magna cum laude*
Television, Radio and Film | May 2018

Syracuse University (SULA)
Los Angeles Semester
January 2018 – May 2018

New York University
Tisch School of the Arts
Summer Filmmakers Workshop
Summer 2013

SKILLS

Editing • Final Cut Pro X • Adobe Premiere • Avid
Writing • Celtx • Final Draft 9
Business Management • Microsoft Office – Excel • Outlook • PowerPoint • Word
Content Sharing Outlets • Soundcloud • Vimeo • YouTube
Social Media Outlets • Facebook • Instagram • Twitter • Tumblr • Snapchat

INVOLVEMENT & AWARDS

Syracuse Student Film Fest
Official film festival selections • Drama Category • GRAY MINIA • IN NO TIME
December 2016 & 2017

Female Filmmakers Film Festival
Official film festival selection • GRAY MINIA
March 2017

Delta Gamma Fraternity, Rho Chapter • Member since 2015
Vice President, Communications • Elected to the executive board
Fall 2015 – Fall 2016