

Ethan Berman

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EDUCATION

The Pennsylvania State University

Donald P. Bellisario College of Communications

Bachelors of Arts in Film, Minor in Creative Writing

Honors: Dean's List, Ellen Blakey Pagano Scholarship, John and Ann Curley Trustee Scholarship

University Park, PA

May 2024

GPA: 3.5

WORK EXPERIENCE

Amazon Studios - Mr. & Mrs. Smith

New York, NY

Production Assistant/Covid Compliance Assistant

Summer 2022

- Created and maintained contact sheets, call sheets, purchase orders and deal memos.
- Assisted with set-up and load-out during on-site production by scheduling and facilitating meetings as required to assist Key PA.
- Collaborated with internal and external partners to create clear and effective lines of communication to negotiate vendor, supplier, and crew's rates and terms.
- Worked with the First Team as a PA to provide assistance with scheduling, hair and makeup, meals, and other onset responsibilities.

HBO Max - Love Life

New York, NY

Additional Set Production Assistant

June 2021 - July 2021

- Coordinated several producers schedules throughout the shoot.
- Filed and managed incoming data both digitally and physically.
- Reviewed cast lists, episodic credits, and production reports prior to final sign off.
- Maintained and organized budgets and reconciled receipts for all vendors.
- Worked as a runner who transported important production equipment, in addition to setting up tents and traffic cones.

Greenwich International Film Festival

Greenwich, CT

Marketing/Social Media Intern

Summer 2019, Summer 2020

- Supported the marketing team by assisting with business development, preparing promotional materials, planning social media strategies and creating social media copy.
- Aided in developing and implementing promotional opportunities to gain additional exposure through contests and creative promotions.
- Assisted in creating marketing strategies and key messaging content consistent with the organization's branding.
- Organized marketing events.
- Managed and updated the company database and customer relationship management systems.
- Facilitated public relations efforts by contacting relevant media on behalf of the organization.

LEADERSHIP EXPERIENCE

Movin' On - Penn State Music Festival

State College, PA

Director of Operations

August 2022 - Present

- Managed the logistics of the largest student-run music festival in the country.
- Responsible for setting up the green room for the artists performing at the festival.
- Promoted the 'zero waste' initiative of Movin' On by working alongside the Sustainability Coordinator and other members of the Executive Board.
- Developed day of show additions to further enhance the festival experience at Movin' On.
- Responsible for brainstorming and executing games/activities at all Movin' On events.
- Managed the communication, recruiting, and organization of volunteers for the day of the festival.

The Phi Sigma Kappa Fraternity

State College, PA

Head Philanthropy Chair, Social Media Chair

January 2021 - Present

- Marketed organization through media relations and launched 3 digital space campaigns on Instagram, Facebook, and Twitter for a following of more than 1,500 users.
- Created 'Phi Sig Carnival' an annual philanthropic event which has raised over \$10,000 for the National Alliance on Mental Illness.

INVOLVEMENT & SKILLS

Involvement: CommRadio, Penn State Student Film Organization, Delta Kappa Alpha Cinematic Fraternity, Writers Organized to Represent Diverse Stories (W.O.R.D.S.)

Skills: Adobe Premiere Pro, Adobe Photoshop, Adobe Illustrator, Word, Excel, Powerpoint, Outlook, Italian

References Available Upon Request