

ELLA GRACE RODRIGUEZ

Based in Los Angeles, California | www.ellagracerodriguez.com

EDUCATION

University of Southern California, Class of 2024

Aug. 2020 – Present

Bachelor of Fine Arts, Film & Television Production

Minor, Public Relations | Thematic Option Honors Program

USC Presidential Merit Scholar | George Lucas Family Foundation Scholar

WORK EXPERIENCE

Post Production Intern, HBO/MAX (Warner Bros. Discovery)

Jan. 2024 – Present

- Assist Post Production and Production Assistants with tracking, database management, file creation, and research projects
- Help streamline data on Airtable, Scenechronize and PIX

Student Assistant, USC School of Cinematic Arts

Jan. 2023 – Present

- Currently perform office and administrative tasks pertaining to editing for [John Rosenberg, A.C.E.](#)
- Previously served as assistant for [Navid McIlhargey's](#) class, *Producing in Hollywood*, and [Torrie Rozenwieg's](#) class, *Organizing Creativity: Entertainment Industry Decision Making*

Editor, Library of Congress

Jan. 2023 – May 2023

- Helped transcode interviews and streamline databases for [Dr. Lynn Dodd](#), who led USC's edition of the 2023 [Community Collections Grant](#) to preserve transportation practices of indigenous groups in the Los Angeles area

Feature Film Development Intern, [Heyday Films](#) (David Heyman's Company)

Aug. 2022 – Dec. 2022

- Coverage and script notes on screenplays, pilots, and novels
- Research on trending films, artists, television shows, and emerging directors, writers, and producers

TV Development Intern, [Ace Entertainment](#) (Matt Kaplan's Company)

Jan. 2022 – Aug. 2022

- Design and build pitch decks of series for prospective buyers and producers for writers
- Coverage on feature screenplays, television pilots, and novels; cover desk assignments

Production Intern, [C-SPAN StudentCam Documentary Competition](#)

Aug. 2020 – Dec. 2020

- Edited, wrote, and produced 18 short educational films for competition participants

NOTABLE AWARDS & SCHOLARSHIPS

- USC Presidential Merit Scholar (2020–2024)
- George Lucas Family Foundation Scholar (2023-2024)
- [Hispanic Scholarship Fund](#) Scholar (2019, 2020, 2021, 2022, 2023)
- [UNC-Chapel Hill Chuck Stone Scholar for Diversity in Media and Education](#) (2019)
- Classical Cellist – Most notable performance with [Yo-Yo Ma and Orlando Philharmonic](#) (2018)
- [Al Neuharth Free Spirit](#) Scholar (2019)

COMMUNITY INVOLVEMENT

- Editor, [Kappa Kappa Gamma, Delta Tau Chapter](#) (Nov. 2021 – Jan. 2024)
- Editor for [First United Methodist Church of Winter Park](#) (2016, 2017, 2018)
- Tutor, [Room2Read Program](#) with Adventures Ahead (Jan. 2021 – Dec. 2021)

SKILLS

- Avid Media Composer, Pro Tools, Adobe Premiere Pro (and Adobe Suite), Final Cut Pro
- Microsoft Office Suite (PowerPoint, Word, Excel)
- Google Suite (Docs, Slides, Sheets)
- Final Draft, Movie Magic, Airtable, Aspera, Scenechronize, PIX, Excel, Outlook
- Collaborative, Communicative, Compassionate