

Emily Schmidt

(952) 237-0885 ~ emilyrschmidt@gmail.com ~ www.emilyrschmidt.com

Education

New York University Tisch School of the Arts

BFA in Dramatic Writing (TV)
Minor in Producing
*Graduated with Highest Honors
Dean's List*

Special Skills

- Mac and PC proficient
- Microsoft Office
- Final Draft
- Google Drive
- Driver's license and car
- Improvisational comedy

**Writing samples
available at
emilyrschmidt.com**

Office Experience

Netflix's *Girlboss*

March 2016-present

*Writer's Assistant
Los Angeles, CA*

Assist the writers of Netflix's new comedy, *Girlboss*, run by Kay Cannon.

Michael Karnow

Dec. 2012-March 2016

*Writer's Assistant
Los Angeles, CA*

Handled Mr. Karnow's personal projects and assisted in brainstorming, transcribing and organizing his TV/film projects.

Twin Cities Improv Festival

2012-2014

*Education Director
Minneapolis, MN*

Booked national instructors, organized classes for 100+ students, managed registration and hospitality for 13 out-of-town groups, created surveys.

Guthrie Theater

June 2010-Dec. 2012

*Company Development Assistant
Minneapolis, MN*

Performed general assistant/office duties, organized schedules and coordinated with BFA instructors, made travel arrangements.

Stevie Ray's Improv Company

June 2010-June 2012

*Education Director
Minneapolis, MN*

Wrote curriculum, marketed program, trained instructors, taught classes, created and collected surveys, organized student showcases.

College Humor

Fall 2009

*Writing Intern
New York, NY*

Performed general assistant duties, wrote comedic articles that generated 200,000+ views, brainstormed video sketches, participated in writers' meetings.

Additional Experience

Upright Citizens Brigade

2007-present

*Improviser (Mess Hall teams)
New York/Los Angeles*

Minnesota Fringe Festival

2010-2015

*Writer/Producer
Minneapolis, MN*

Dudley Riggs' Brave New Workshop

2011

*Writer/Performer
Minneapolis, MN*