

# MAKENA METZ

(818)-746-6612 | Makena.metz@gmail.com

I am a comedy writer looking for support staff role in a children's animated writers room!

## SKILLS

Final Draft, MovieMagic6, Storyboard Pro, Garageband, Scrivner, Canvas, Dropbox, Box, Shotgun, Autodesk (Revit & Navisworks), Campaign Monitor, FileMaker Pro Advanced, Bluejeans, Photoshop, Picmonkey, and Wordpress and Wix Website Design.

## CREATIVE EXPERIENCE

**Disney+ *Hamster & Gretel* – Songwriter** 2022-2023

- I co-wrote two songs with Dan Povenmire and Angela Parrish “Race Against Time” (Episode 2: Math Punch) and “Let’s See What You Got” (Episode 20: Let’s Sea What You Got!” I collaborated with the showrunner and EP on writing from briefs to demo tracks and coordinated with the music producers to record and finalize the songs.

**Animated Short “On A Roll” – Screenwriter** 2022

- I was the screenwriter on an animated short for the Creators Society Collaboration Jam. I collaborated with directors, producers, board artists, and production staff to complete this script to film in six weeks.

## WORK EXPERIENCE

**Graduate Research Assistant to the Creative Writing MFA Program** 2021 – 2022

Chapman University, Orange, CA

- Coordinated and managed program social media platforms, compiled and researched publication opportunities for the program’s monthly newsletter, submitted student accomplishments to the appropriate databases, and provided administrative support for special projects and events sponsored by the program.

**Writing Tutor for the Writing Center** 2021 – 2022

Chapman University, Orange, CA

- Reviewed and offered feedback on student written coursework, created resource materials for students and tutors, and conducted writing workshops with student groups.

**Production Secretary and Assistant, *Curious George* (TV)** 2019

DreamWorks Animation / NBC Universal, Burbank, CA

- Provided admin support to creative execs and line producers and directors including calendaring, rolling calls, drive-on requests, file maintenance, meeting/session prep tasks, office supply ordering, catering requests, and routine facilities requests. Managed crew moral initiatives including team events, holiday parties, and gifts.
- Worked on script breakdowns, storyboard conforms, script conforms, and asset management tasks. Filed and maintained the server databases. Prepped Voice Over Record Sessions and ADR, including scripts, talent contracts and timecards.

## EDUCATION

**M.F.A in Creative Writing & M.A in English**

Chapman University, Orange, CA, 2021-2023

Winner of the James L. Doti Outstanding Graduate Student Award 2023

**B.F.A in Theatre Directing & Minor in Playwriting**

Columbia College Chicago, Chicago, IL, 2014-2017