

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, Campaign Monitor, FileMaker Pro Advanced, Photoshop, Wordpress, and Wix

CREATIVE EXPERIENCE

MTV/Paramount First Time Composers Program 2023-2024

- I am currently participating in this inaugural mentorship program. I am writing music from brief to demo, and submitting tracks for sync placement in commercial properties.

RespectAbility Entertainment Lab – TV Writer 2023

- I participated in this lab by submitting my television pilot for roundtable feedback, creating and pitching with a pitch deck for a musical feature script, and facilitating discussions with industry guests to critique work and provide mentorship

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 songs 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 short from script to film in six weeks

WORK EXPERIENCE

Instructor – English Rhetoric and Composition 2022-2023

Chapman University

- Designed and taught Fantasy Rhetorics and the Rhetorics of Belief to two first year college composition English classes, meeting all university, program, and course learning outcomes.
- Designed online course management site in Canvas and taught asynchronous and synchronous modules.

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.

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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.

Development Intern

2018

The Jim Henson Company, Hollywood, CA

- Supported the President of Television and Directors of Development, Production, and Creative Affairs with full length motion pictures and television shows in development and in production
- Read a wide variety of submissions, wrote coverage, and organized extensive script database

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

ORGANIZATIONS: A proud member of Women in Animation, The Creators Society, ASCAP, The Society of Composers and Lyricists, Maestra Music, & The Dramatists Guild