

JOSH ROESSLER

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WORK EXPERIENCE

2007 – Present Sony Pictures Animation

Writer's Assistant

General assistant duties, including answering phones, mailings, food runs, and research
Take notes, record and transcribe meetings, and maintain most up-to-date version of script
Write treatments, character descriptions, synopses, and other documents as needed
Participate in Writer's Room discussions

2006 – 2007 Sony Pictures Animation

Executive Assistant to the VP of Animation

Maintain schedule for an extremely busy executive
Organize office and maintain daily operations, including filing, mailings, food runs, ordering craft services, answering phones and keeping phone logs
Responsible for monthly expense reports for two company credit cards
Special projects as assigned, including:
Plan and coordinate the Directors Training Program, where artists take classes from heads of various departments to learn how to make a computer-animated film
Write/edit company memos and various documents as needed
Provide coverage and script notes for productions in development

2004 – 2006 SDI Media Group

English Subtitle Technician

Proofread, edited and truncated language
Researched facts and verified their accuracy
Provided feedback to coworkers on their files

2003 – 2004 New Love Productions

Producers' Assistant

Assisted two busy producers in a fast-paced environment
Provided feature, book and TV script coverage
Contacted and worked with specific writers to develop their work
Researched, wrote, rewrote, edited and proofread pitches and proposals
Helped develop itemized budgets for grant requests

EDUCATION

Miami University Oxford, OH 1998-2003

Bachelor of Arts in English: Creative Writing

Bachelor of Science in Mass Communication

Head editor of *Inklings*, the university literary magazine, for two years
Class of 1969 & 1990 Scholarships, Dean's List
Runner-up Senior Writing Award
Film Studies Minor

COMPUTER SKILLS

Proficient in Microsoft Office: Word, Excel, Outlook
Experienced in Adobe Pagemaker, Final Draft, Filemaker, Final Cut, Mac OS
Extensive Internet research