

# Sophie Lewis

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## PROFESSIONAL EXPERIENCE

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### **The Kaplan Stahler Literary Agency, LLC.**

**Los Angeles, CA**

#### *Executive Assistant*

*December 2022 - February 2025*

- Maintained professional communication with a high volume of clients, producers, and studio executives through phone and email correspondence.
- Conducted extensive scheduling in a time-efficient manner.
- Curated and submitted staffing recommendations, aligning talent with project needs.
- Tracked and conducted thorough research on current and upcoming projects, providing valuable insights.
- Managed and updated information in multiple databases, ensuring accuracy and accessibility.
- Reviewed client scripts, offering constructive feedback and suggestions to enhance content.

#### *Assistant*

*July - December 2022*

- Answered and directed incoming calls, made outgoing calls, managed call hold, and took or left detailed messages.
- Curated and submitted staffing recommendations, aligning talent with project needs.
- Maintained professional communication with clients, producers, and studio executives through phone and email.
- Managed and updated information in multiple databases, ensuring accuracy and accessibility.

### **Freelance**

**London, UK**

#### *Script Supervisor*

*September - December 2021*

- Monitored shot setup to ensure continuity and consistency throughout the production process.
- Observed shooting for any changes or errors, proactively addressing issues as they arose.
- Documented all shots and sound recordings for accurate reference in post-production.
- Oversaw last-minute script changes, ensuring smooth transitions during filming.
- Managed multiple tasks, assisting with set-up, time management, and various on-set needs.
- Maintained a positive, professional demeanor in a fast-paced, high-pressure environment.

### **Motion Picture Corporation of America**

**Los Angeles, CA**

#### *Development Intern*

*May 2019 - March 2020*

- Managed phone communications between the CEO and callers, ensuring efficient correspondence and accurate information delivery throughout the day.
- Coordinated and updated the call sheet, ensuring clear communication and smooth operations.
- Reviewed and evaluated numerous pitched scripts, providing detailed recommendations for potential development based on quality and marketability.
- Contributed to development meetings with suggestions for story enhancements, including smoother narrative progression and addressing plot inconsistencies.
- Reviewed early cuts of production projects, identifying continuity errors, editing flaws, and story gaps for improvement.
- Created and designed presentation pitch decks and visual bibles for film and television projects using Canva, Keynote, and Google Slides, serving as both a sales tool and reference during development.

## EDUCATION

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### **MetFilm School London**

**London, UK**

#### *Masters in Screenwriting*

*October 2020 - November 2021*

### **Loyola Marymount University**

**Los Angeles, CA**

#### *Bachelor of Arts in English*

*August 2015 - May 2019*

#### *Graphic Arts Minor*

## SKILLS

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- **Computer Skills:** Adobe Creative Cloud (Illustrator, Photoshop, InDesign), Google Suite, Microsoft Office (Word, PowerPoint, Excel), Canva, Final Draft, Keynote
- **Social Media:** Facebook, Instagram, Twitter, Tumblr, TikTok, Snapchat, Pinterest
- **Soft Skills:** Detail-oriented, creative thinking, written and verbal communication, organization, time-management, positive attitude, collaboration, professionalism, leadership, initiative, scheduling, note taking, research