

## CONTACT

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www.mirandalawley.com

## SUMMARY

I am an experienced associate producer extremely passionate about the entertainment industry. With experience in both the broadcast and digital world, I am eager to hone my skills as a multimedia journalist.

## EDUCATION

### Loyola Marymount University

B.A in Communication Studies

Dean's list

May 2020

### Gonzaga University in

Florence, Italy

Fall 2018

## SKILLS

iNews

Social Media

Microsoft Office Suite

Outlook

Photoshop

iMovie

Daisy

Media Central/Interplay

Wochit

Garageband

ENPS

## WORK EXPERIENCE

### ASSOCIATE PRODUCER

#### The Drew Barrymore Show

October 2023 – Present

- Research, pre-interview, book, and produce talent for human interest and lifestyle segments
- Compile information to build extensive guest research packets for producers and host

### PRODUCTION ASSISTANT

#### The Drew Barrymore Show

January 2023 – October 2023

- Managed show guests and communicated with stage managers on tape days
- Compile, clear, and source photo and video elements for producers

### ASSOCIATE PRODUCER

#### Daily Mail TV

November 2021 – August 2022

- Pitched, wrote, and produced weekly entertainment and lifestyle blocks
- Assisted crash producer in researching and ordering graphics in timely manner
- Communicated with legal to source and clear elements for on-air usage

### DIGITAL PRODUCTION ASSISTANT

#### E! News

November 2020 – November 2021

- Produced daily news and feature videos for E!'s Youtube Channel
- Wrote scripts, edited videos on the Wochit platform, grabbed assets, and cut talent voiceover using GarageBand
- Published content on E!'s social media accounts during Live From E! streams

### PRODUCTION INTERN

#### E! News

September 2019 – May 2020

- Attended junkets, field shoots, and red carpet events
- Utilized Daisy, Media Central, and iNews to pull elements for producers
- Logged exclusive interviews and field shoots
- Locate and gather footage, sound bites, and still pictures

### PRODUCTION INTERN

#### Access Hollywood

June 2019 – August 2019

- Originated questions, games and overall concepts for celebrity interviews
- In-depth research of pop culture, trending news, true crime, TV shows and movies
- Production Assistant for red carpet premieres, junkets, and field shoots