

# AUBREY MEILING DONOVAN

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## EXPERIENCE

**All Caps**, Los Angeles, CA

*Producers' Assistant* (October 2025–Present)

- Assists with administrative duties such as managing calendar, scheduling meetings over multiple timezones, taking notes, preparing travel memos, and any other administrative duties that may arise
- Provides concise script coverage on books, spec pilots, and feature screenplays

**Cyprian Films, New York – Take Me Home Feature**, Orlando, FL

*Co-Producer / Script Consultant* (February 2025–Present)

- Sundance Film Festival - **Waldo Salt Screenwriting Award**
- Coordinates and schedules meetings between the director, producers, and collaborators, maintaining clear communication and timely follow-ups across creative and logistical decisions
- Supports script development and production workflow by pitching ideas, rewriting scenes, and tracking, organizing, and distributing updated drafts to ensure all departments receive accurate revisions

**Two Stories Media**, Clearwater, FL

*Assistant Editor* (May 2024–July 2025)

- Edits both long and short form video content for a variety of projects, including corporate and client-based work
- Manages the editing process from initial draft to final delivery, incorporating client feedback to achieve desired outcomes and maintaining project media, assets, and editing drives for streamlined workflows

*Production Intern* (January 2024–April 2024)

- Responsible for directing, shooting, and editing behind-the-scenes monthly recap videos
- Aided team on set as a PA, 1st AC, swing, and camera op
- Created custom intros for YouTube content to enhance brand identity and audience engagement

**Coca Cola Refreshing Films**, Orlando, FL

*Social Media Manager* (December 2024–May 2025)

- Managed the social media strategy and content calendar, ensuring the production of timely and engaging posts across platforms
  - Collaborated with BTS Producer to develop a mockumentary-style web series in the form of TikToks and Instagram Reels, performing as the lead writer and overseeing the production of each episode
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## EDUCATION

**University Of Central Florida**, Orlando, FL, December 2024 (GPA: 4.0)

BA in Film and Television Production | Minor in Creative Writing

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## SKILLS

Valid Driver's License • Microsoft Office • Google Workspace • Premiere Pro • DaVinci Resolve • Script Coverage  
Asana • Graphic Design • Procreate • Final Draft • 2D Animation • MAC/PC Proficient • Social Media • Dropbox  
Admin Support • Research • Development • Scheduling • Photoshop • InDesign • Organization • Cashet

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## AWARDS

Florida Emerging Filmmakers Fund 2024