

RACHEL RELMAN

They/Them/Theirs

Los Angeles, CA

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WORK EXPERIENCE

DPN TALENT

EXECUTIVE ASSISTANT TO THE SENIOR VICE PRESIDENT -

ANIMATION AND INTERACTIVE VOICE OVER | January 2023 - Present

- Scheduling and coordinating recording sessions between top voice over talent and productions.
- Maintaining talent's calendars.
- Sending out auditions.
- Revising production paperwork for talent.
- Tracking payments for talent and maintaining record of bookings through data entry
- Acting as liaison between voice over talent and productions from Paramount, Nickelodeon, Warner Media, Disney, Sony Interactive, Dreamworks Animation, Netflix, Amazon, Hulu, and many more.

CARDS AGAINST HUMANITY

WRITER'S ROOM ASSISTANT | 2019 - 2021

- Attended all meetings, and took extensive notes during.
- Maintained a record of green-lit pitches.
- Maintained calendar for head writer and eleven person writer's room.
- Kept records of creative work.
- Contributed creatively and took notes on room's creative work

FREELANCE OFFICE PRODUCTION ASSISTANT

VARIOUS PRODUCTIONS | 2018 - 2022

- The Voice - 2018
- The Onion - 2018-2019
- The Thing About Harry - Freeform Original Movie 2019
- Work In Progress S2 - Showtime 2021 (Health and Safety PA)
- In With The Devil S1 - Apple TV 2021
- Funny Or Die - 2022
- I have been responsible for maintaining crew paperwork through Scenechronize, distributing paperwork, compiling receipts and maintaining budgets, corresponding with accounting departments to keep track of department expenses, making graphics through Canva, being on set, building lists through excel, ordering lunches, and going on runs for production needs.

WRITING, FILM, & COMEDY

KINGS AND QUEENS- ORIGINAL SHORT FILM

WRITER, DIRECTOR, PRODUCER | 2018 - 2020

- Featured in Reeling film festival 2019 and Clexacon film festival 2020
- [Chicago Magazine Feature 2019](#) (LINKED)
- [Brightest Young Things Feature 2019](#) (LINKED)

STAND UP COMEDY & IMPROV

- Host & performer at The Hollywood Comedy in Hollywood, CA
- Former host/performer at The Comedy Nook in West Hollywood, CA
- Regular performer at The Yard Theater in Los Angeles, CA
- Alumnae of The Second City, iO, and Annoyance Theater in Chicago, IL

EDUCATION

BACHELORS IN COMEDY WRITING AND PERFORMANCE

Columbia College Chicago | 2012 - 2016

SKILLS

Microsoft Office, Google Suite, Adobe Creative Suite, InEntertainment, audio and video editing, editing written material. types 80wpm, Final Draft, calendar management, rolling calls, travel booking and coordination, front desk management.