

# Ashley Hargrove

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## EDUCATION

<b>NEW YORK FILM ACADEMY</b> Master of Arts in Filmmaking	Los Angeles, CA May 2016 - May 2017
<b>NEW YORK FILM ACADEMY</b> Master of Fine Arts in Screenwriting	Los Angeles, CA January 2015 - May 2016
<b>FLORIDA STATE UNIVERSITY</b> Bachelor of Science in Family and Child Sciences Minor: English	Tallahassee, FL August 2009 - May 2013

## SELECT SCREENWRITING AND CREW CREDITS

**Writer and Director**/*short/Broke*  
**Writer and Director**/*short/Habituals*  
**First Assistant Director**/*short/In Dreams*  
**First Assistant Director**/*short/Retail Blues*  
**Second Assistant Director**/*short/Emergency*

## SELECT PROFESSIONAL EXPERIENCE

<b>Urban Movie Channel (UMC)</b> <i>Writer's Assistant (The Experiment)</i> <ul style="list-style-type: none"><li>• Takes notes and attends meetings in writer's room during pre-production.</li><li>• Sets and maintains deadlines for Executive Producer regarding casting choices, department meetings and script revisions.</li><li>• Coordinates pre-production meetings and organizes calendar, writes detailed script coverage, facilitates travel arrangements, runs errands.</li><li>• Oversees and maintains various projects in development.</li></ul>	Los Angeles, CA June 2017 - present
<b>Freelance</b> <i>Script Writer and Script Reader</i> <ul style="list-style-type: none"><li>• Serves as a ghostwriter for over a dozen independent film music video treatments.</li><li>• Edits content for independent new media, film and television projects.</li></ul>	Los Angeles, CA May 2016 – present
<b>McDonald Selznick Associates Talent Agency (MSA)</b> <i>Intern</i> <ul style="list-style-type: none"><li>• Transformed and catalogued existing website into a more functional, user-friendly and interactive experience.</li><li>• Organized auditions for over 500 guests, ensured a smooth and efficient process while maintaining a fun atmosphere.</li><li>• Assisted in the worldwide representation of talent to a 14-person employee team for feature films, television, music, videos, tours, Broadway shows, corporate events, commercials and more.</li></ul>	Los Angeles, CA February 2016 – May 2016
<b>Levy &amp; Associates</b> <i>Administrative Assistant</i> <ul style="list-style-type: none"><li>• Prepared and organized Microsoft Suite and Relius Administration documents for over 600 clients to satisfaction.</li><li>• Maintained legal documents for clients and developed online server of scanned information for clients as the company moved towards paperless services for clientele.</li><li>• Balanced upwards of one billion dollars for over 600 clients and a 26-person employee team.</li><li>• Managed phone lines for 26-person retirement plan administration firm.</li></ul>	Fort Lauderdale, FL May 2005 – December 2014 (seasonal)

**REFERENCES AND CONTENT LINKS FURNISHED UPON REQUEST**