

EMMA FRUHLING

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WORK EXPERIENCE

Access Hollywood, NBC - Los Angeles, CA **2022-2024**

Key Production Assistant/ Temporary Logistics Coordinator

- Coordinate guest arrivals and assist producers with office and stage needs
- Provide production support on field shoots and red carpet events
- Book and manage travel logistics for Access Hollywood and E! News
- Create TAs, POs and guest itineraries for domestic and international trips

Biscuit Filmworks - Los Angeles, CA **2024**

Director's Assistant - Commercial Shoot

- Present for anything the director may need throughout the day
- Line of communication between the crew and the director
- Assist in load-in, load-out and set changeovers throughout the shoot day

Women Leaders in Sports - Kansas City, MO **2021-2024**

Creative Services Full Time/ Freelance Content Creator & Video Editor

- Produced aesthetically pleasing, easily digestible and fresh creative content
- Scripted, filmed, edited and voiced over digital and video assets for company rebrand and national convention
- Worked alongside CEO and COO to carry out creative projects from concept to completion

OBB Production - Los Angeles, CA **2022-2023**

Production Assistant - Promotional and Social Shoots

- Assisted production team and talent on multiple 2-3 day production shoots

Fox Sports - Los Angeles, CA **2019**

Production Intern - Women's World Cup and Men's Gold Cup

- Created notes for producers and talent on matches to use for live production
- Assist editors in identifying key moments throughout the tournaments
- Line of communication between set and control room

EDUCATION

Ithaca College, Ithaca, NY | Class of 2021
B.S. Television-Radio | Magna Cum Laude | Ithaca College Women's Soccer

SKILLS

Adobe Creative Suite | Microsoft Suite | Social Media Strategy | iNEWS | ENPS