

# JEREMIAH HOLLAND

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## Professional Experience

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### *Development Assistant*

**Muy American Productions** – Los Angeles, CA

**06/2025 – Current**

- Assist Emmy Award-winning showrunner and WGA West Secretary-Treasurer Peter Murrieta (“Wizards of Waverly Place”, “Lopez”) with script coverage, creative notes, and story development for diverse, high-concept projects.
- Support the creative team by managing scheduling and calendar coordination, drafting pitch materials, writing original content, and using Adobe Creative Suite to enhance project presentations and visual storytelling.

### *HR Finance Assistant*

**Art Of Doors LLC** - Flagstaff, AZ (remote)

**08/2023 - Current**

- Maintain and organize confidential documentation across multiple departments while managing schedules, rolling calls, and handling sensitive information with accuracy in fast-paced environments
- Review and process high-volume financial and administrative paperwork under tight deadlines, coordinate calendars and support multi-project workflows with precision and discretion

### *Casting Assistant*

**Vida Shoes International** – Los Angeles, CA

**09/2025**

- Coordinated casting sessions by managing audition schedules, supporting talent throughout the process, and maintaining organized documentation to ensure seamless operations.
- Uploaded and cataloged audition tapes in Breakdown Express, streamlining communication between casting staff and creative teams to support talent selection.

### *Intern*

**The Osbrink Agency** – Burbank, CA

**01/2025 – 05/2025**

- Provided administrative support across TV/film, Commercial, Print, and Voice-Over divisions by assisting agents, managing client communications, updating casting sites, and maintaining records through InEntertainment and SharePoint
- Conducted script coverage by reviewing greenlit scripts, analyzing character breakdowns, summarizing key details for agents, and supporting talent outreach through targeted social media research

### *Videographer/Editor*

**Arizona State University** - Tempe, AZ

**08/2023 - 12/2024**

- Produced and edited high-quality content, including special guest interviews and promotional videos, using professional equipment and advanced editing techniques to align with event themes and enhance engagement
- Created multimedia content that highlighted ASU West programs, strengthened community visibility, and supported storytelling through research-driven, visually compelling production

### *Intern*

**Good Faith Casting** - Scottsdale, AZ

**01/2023 - 05/2023**

- Supported casting projects by managing cast member documentation, maintaining organized filing systems, and ensuring accurate data entry across multiple projects
- Assisted in talent outreach and selection by coordinating audition communications, reviewing submission tapes, analyzing scripts for character breakdowns, and maintaining detailed project records

## **EDUCATION**

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### **Arizona State University – Tempe, AZ**

Master of Arts; Narrative & Emerging Media

(12/2026)

Bachelor of Fine Arts; Film & Media Production

Summa Cum Laude, GPA: 3.99

### **Glendale Community College – Glendale, AZ**

Associate in Applied Science; Film & Media Production

Associate in Arts

Magna Cum Laude, GPA: 3.84

## **AWARDS & CERTIFICATIONS**

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**Arizona State University – Special Talent Award**

**Fall 2023, Fall 2024, Spring 2025**

**Arizona State University – Dean’s List**

**Fall 2023, Spring 2024, Fall 2024, Spring 2025**

**Glendale Community College – Best Filmmaking Dynamic Duo**

**Spring 2023**