

# BENJAMIN N. DEEB

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## EDUCATION

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**Chapman University** (2005-2009) – Orange, California

- BA in Political Science & Philosophy
- Minors in Environmental Science & University Honors
- Cumulative GPA 3.9, *Summa Cum Laude*

## PROFESSIONAL EXPERIENCE

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**Executive Assistant**

June 2016 – Present

Halpern Haskins

*Burbank, CA*

- Assisted writers Sarah Haskins and Emily Halpern at ABC Studios
- Served as showrunners' assistant on the multicam pilot *Lost in Queens*
- Helped in writers' offices on ABC's *Blackish*, *Imaginary Mary*, and *The Mayor*
- Took notes on studio & network calls and writing & brainstorming sessions
- Managed calendars and scheduled meetings

**Freelance Writer**

January 2011 – Present

Various Clients

*Los Angeles, CA*

- Wrote ad copy, marketing emails, and three successful Kickstarter campaigns for a menswear brand
- Created a sixty-page comic book for *Paranoid American Comics*
- Published comedic prose in *The Devastator Quarterly*
- Completed various other writing assignments in advertising, prose, and screenwriting

**Science Department Director**

May 2014 – June 2016

STAR Education, Inc.

*Los Angeles, CA*

- Managed a staff of 30 science teachers and office assistants
- Wrote lesson plans and curriculum for grades K-8
- Developed science curriculum for enrichment programs in 75 Los Angeles area schools
- Managed budget and petty cash in excess of \$10,000/month

**Administrative Intern**

March 2014 – July 2014

Quantity Entertainment

*Burbank, CA*

- Assisted Lee Eisenberg, Gene Stupnitsky, and their staff with administrative work
- Ordered lunch, cleaned office, ran errands, and completed personal tasks for the writers
- Read and covered numerous screenplay and teleplay submissions

**Science Enrichment Teacher**

March 2011 – May 2014

STAR Education, Inc.

*Los Angeles, CA*

- Taught science enrichment and gifted classes at schools around the Los Angeles area
- Led science-themed summer camps for ages 6 through 12

**Naturalist**

September 2009 – Feb. 2011

The Irvine Ranch Outdoor Education Center

*Orange, CA*

- Taught programs in biology, earth science, and chemistry to school groups
- Operated zip line, challenge course, archery range, and pool

## PROFESSIONAL SKILLS

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- Proficiency in MS Word, Excel, and PowerPoint, Final Draft & Final Cut Pro
- Proficiency in Adobe Photoshop, Illustrator, & Premiere
- Experience in Adobe Flash, After Effects, & Dreamweaver, HTML, and CSS