



# CANDICE HORDE



LOS ANGELES, CA



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## EXPERIENCE

### 20TH TV EXECUTIVE ASSISTANT TO THE HEAD OF DRAMA

LOS ANGELES, CA | MAY 2021 - PRESENT

- Admin filing, organizing, tracking, and collating mass information into grids
- Writer & Director Avail Checks; Creation & delivery of deal memos; Creator/Talent liaison
- Revision/Character/Plot tracking for all materials
- Heavy scheduling, rolling calls, and department memo updates

### HBO PROGRAMMING INTERN

SANTA MONICA, CA | JAN 2020- MAR 2020

- Provide 3 extensive script coverages /week
- Collate writer & director masters lists in Excel
- Cover desks for HBO Programming execs
- Track character and plot arcs for HBO projects
- Research IP information and collate grids

### J. MALANAPHY FILM DEVELOPMENT ASSOCIATE

LOS ANGELES, CA | JUN 2019- DEC 2019

- Provide 5, 1 to 2-page coverages /week
- Field pitches and forward respective paperwork
- Pitch writer recommendations
- Create excel sheets of prospective cast and crew
- Give story, plot, and character notes for projects

### FX PROGRAMMING INTERN

LOS ANGELES, CA | AUG 2020- JUNE 2021

- Provide literary, script, and established IP coverage
- Collate production info and draft episode summaries
- Analyze anime & its space in American media
- Evaluate writer samples for current FX programming
- Pitch reasons why a writer or director would be a good fit for a particular FX project
- Tapped by FX Exec to Finish CAKE Short Scouting

### ABC CURRENT PROGRAMMING PROFESSIONAL INTERN

BURBANK, CA | AUG 2019- DEC 2019

- Cover desks for ABC Current Programming execs
- Field new drafts of outlines, scripts, and cuts
- Update, track post schedules and french schedules
- Draft, send weekly departmental reports

### DANIEL PAULSON PROD (NETFLIX) SCRIPTED DEVELOPMENT ASSOCIATE

BEVERLY HILLS, CA | SEP 2018- MAY 2019

- Cover Dan's desk and conduct administrative tasks
- Relay producer notes to TV Showrunners and EPs
- Coordinate meetings and complex scheduling
- Assist and transcribe pitch meetings
- Schedule scouting trips and create expense reports

## EDUCATION

### Master's in Writing and Producing for Television

Loyola Marymount Univ | 2021

### Bachelor's in English: Creative Writing and Technical Comm. & Rhetoric, conc. in Chemistry

Texas Tech Univ | 2017

## ACCOMPLISHMENTS

- + Wrote/produced a live-action short film: 3x Award-winner, Selected 5x
  - + Wrote/produced a 2-minute animated trailer
- + Led/Managed 24 people as GSAC Co-Chair with little supervision
  - + 2 published poems, 2 awards
  - + Master Tutor Certificate

## REFERENCES

**Dan Paulson | TV and Film Producer**  
(CBS, Netflix, Lifetime, and Hallmark)

**Sarah Murphy-Katz | ABC's Current  
Programming Manager**

**Jessica Manalaphy | Film Producer**  
(CatchLight, Blumhouse, and Illumination)

**Jenna Robbins | HBO Drama Manager**

**Jenny Rabago | FX Current Coordinator**

**D'Joy Falaye | FX Development Manager**

**Louie Hayes | FX Development Director**