

Cashmere Jasmine cashmerejasmine@gmail.com - 917.231.5855 - [Linkedin](#)

Assistant to Executive Producer Cameron Johnson - CBS/ CW/ NBC

Apr 2022 - current

- **Heavy Calendar** management - Studio & Network Notes - Writer's Room Notes /Logistics

Assistant to EVP, Head of TV, Current - Lionsgate (temporary assignment)

Mar 2022 - Apr 2022

- **Calendar** management - Reservations - Data Entry

Assistant to VP of Distribution - Participant (temporary assignment)

May 2021 - Aug 2021

- **Calendar** management - **Data** Entry - **Report** management.

Research and Development Finance Lead – Amazon Studios via Picrow

Jan 2018 - Jan 2020

- **Coordinated funding** for *Marvelous Mrs. Maisel*, *Transparent*, *Utopia*, *Cortes*, *Underground railroad*, etc. **Coordinated** Cashet card disbursements. **Facilitated funding** for Overall Deals, First Look Deals, and writers developing projects. **Coordinated** outstanding bill backs.
 - **Created Interface** (with CTO) that **increased payment turnaround by 75%**.

Producer at Boutique Digital Agency - Thunder Sky Pictures

Mar 2013 - Sept 2015

- **Managed** calendar, **Scouted** locations, **Script** research, **Created budgets**, A/P and A/R, **Hired** crew, **Created** shot lists, and shoot schedules. **Corporate Accounting**, Tax Prep & Payroll.

Executive Assistant - Enlight Biosciences / Puretech Ventures

Aug 2009 - Sept 2010

- **Provided financial and administrative support** to Analysts domestically and internationally **Coordinated** large-scale events and **Created** presentations to showcase new technologies to the major Pharmaceutical companies domestically and abroad.

Director's Assistant / Bookkeeper - ProchildElder Entertainment

Oct 2008 - Apr 2009

- **Managed** calendar, **Scouted** locations, **Script** research, **Created budgets**, A/P and A/R.

Director's Assistant - R. Malcolm Jones

July 2008 - Apr 2009

- **Managed Calendar**, research on quarterly singles, and background on potential clients **Wrote coverage** on scripts from UTA and WME **Creative Concept development**, treatment writing, editing, pulling images.

OTHER EXPERIENCE

Independent Filmmaker - Various

June 2016 - Current

- **Director: Project CC** (2023, Disney+) **Oreo** (2021, Slamdance)
- **Producer: Bombs Bursting in Air!** (2020), **Wenie** (2020), **Oreo** (2021),
- **Casting Assistant: America's Next Top Model Cycle 24** (2017) Netflix's **ALittle Help with Carol Burnett** (2017) Syfy's **Came Face** (2017) **Cosplay Melee** (2017)

Photographer - Invisible Girl Studios

June 2009 - Sept 2015

- **Produced** ad campaigns for various fashion brands in Boston, Cambridge, and Brooklyn
- **Wrote and Directed** short-form, scripted, digital content.

PRESS

[Disney's 'Launchpad' Short Film Program Announces Season 2 Filmmakers \(Exclusive\)](#) - Variety

[Sundance Institute Announces Recipients Of Grants Supporting Bipoc Artists](#) - Deadline

[Sundance Institute's Accessible Futures Initiative Returns With Virtual 2021 Edition](#) - Variety

[RespectAbility Announces Entertainment Lab Participants](#) - Hollywood Reporter

[Slamdance Official Selection "Oreo"](#) - Variety

AWARDS

Disney Launchpad S2 Director, 2022

Sundance Accessible Futures Intensive, 2021

RespectAbility Summer Lab Fellowship, 2021

TRIBE: Amy Aniobi's Writer's Fellowship, 2021

Black Magic: All Access Fellow, 2021

Uprise Grant Recipient, 2021

SKILLS

Microsoft Office: Excel Word Outlook

Google: Drive Sheets Docs Calendar, iCal, Mac, PC

Adobe: PremierePro Lightroom Photoshop Illustrator

InDesign Quickbooks Final Draft

EDUCATION

Wellesley College
BA Political Theory
BA Theatre Studies

New England School of Photography
Commercial Photography

Wharton School Executive Education
Business Analytics & Strategy