

Braelen Washington

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EXPERIENCE

FIRE streaming on IN THE BLACK NETWORK

October 2021-February 2025

Co-Screenwriter

Contractual Project

- Worked collaboratively to develop the script including the logline and synopsis.
- Conducted rewrites as necessary to refine dialogue, pacing, and maintaining continuity.
- Wrote descriptions for each episode.
- Compiled Final Draft Reports for Production.
- Registered Script with WGA West.

The Thundermans Movie on Paramount+

January 2023 - June 2023

Office Production Assistant

Contractual Project

- Verified crew members' union status before recruitment.
- Coordinated and maintained sound stages and office spaces for various department heads.
- Recorded and edited over 25 Network Run-Thru Rehearsals.
- Provided comprehensive support to all departments, including managing craft services.
- Obtained necessary parking permits to ensure smooth logistics for production cast and crew.
- Coordinated and managed deliveries of equipment, supplies, and materials to support production needs.
- Assisted with administrative tasks such as scheduling, organizing documents, and facilitating communication between departments.

Danger Force Season 3 on Nickelodeon

July 2022 - January 2023

Writer's Production Assistant

Contractual Project

- Managed phone calls, handled script clearances, and maintained the Character payment tracker, ensuring accurate and up-to-date records.
- Managed writer schedules, appointments, and correspondence to ensure efficient workflow.
- Prepared the Notice of Tentative Writing Credits on a weekly basis, ensuring compliance with industry standards.
- Provided administrative support during meetings, including note-taking, agenda preparation, and follow-up tasks.
- Coordinated lunch orders for the entire Writer's Office, ensuring timely delivery and accuracy.
- Submitted Weekly Work lists to Network Executives and Writers Guild of America (WGA) as required.
- Printed scripts and distributed them to the entire production team, ensuring efficient communication and workflow.
- Assisted with script formatting, proofreading, and other editorial tasks as needed.

The Upshaws on Netflix

March 2022 - June 2022

Office Production assistant

Contractual Project

- Efficiently managed incoming calls and created drive-on passes for Cast & Crew, ensuring seamless access to facilities.
- Coordinated and accurately took lunch orders for the entire Production Office, maintaining timeliness and accuracy.
- Reconciled transaction receipts using Cashnet Envelopes, ensuring financial records were accurate and organized.
- Printed crucial production documents daily, including scripts and other important materials.
- Assisting with administrative tasks, including filing, copying, scanning, and organizing documents.
- Facilitating scheduling for meetings, appointments, and rehearsals, while also offering assistance to multiple departments.

Daisy Jones & the 6th on Amazon

February 2022- March 2022

Set Production Assistant

Contractual Project

- Managed setup and organization of filming locations while facilitating designated parking for crew and talent arrivals.
- Guiding individuals to and from set and offering assistance to visitors and department heads during filming.
- Monitoring elevator areas to ensure smooth movement for staff and crew.
- Assisting with general on-set tasks as needed, such as distributing scripts, coordinating meals, and running errands.
- Supporting the Assistant Directors and Production team with various tasks to maintain efficiency on set.
- Acting as a liaison between different departments and assisting with communication as necessary.

Erin Ave Productions

June 2018 - Present

Screenwriter & Executive Producer

- Developed story concepts into comprehensive outlines, mapping out the narrative from start to finish.
- Created and developed dynamic characters to populate the scripts, ensuring depth and authenticity.
- Edited scripts to adhere to proper act structures, enhancing pacing and storytelling effectiveness.
- Oversaw all aspects of pre-production, production, and post-production phases, ensuring smooth workflow.
- Managed project financing, overseeing budget allocation and resource management to optimize production quality.

- Maintained creative control throughout the production process, ensuring the vision and integrity of the project.
- Managed final deliverables, ensuring they met industry standards and client expectations.
- Coordinated entries into multiple screenplay festivals, maximizing exposure and potential opportunities for recognition.

**Brat TV
2021**

November 2021 - November

Key Production Assistant

Contractual

Project

- Facilitated the early arrival of the Production Manager and self to set before the rest of the crew.
- Set up and maintained the Crafty table upon arrival at the location, ensuring it was adequately stocked.
- Executed various runs throughout the day to procure set items essential to the show.
- Led the breakdown of tents, tables, and chairs at the end of filming and loaded them into the Production Van.
- Restored filming areas to their original condition before leaving the set location.
- Provided transportation for the Production Manager and facilitated wrap-up tasks before concluding the day.

Turner (Turner Broadcasting System, Inc)

July 2021 - October 2021

Set Production Assistant

Contractual Project

- Conducted Covid testing for set Crew & Cast in Los Angeles and San Bernardino County in the mornings.
- Arranged tents, tables, and chairs for Cast & Crew during shoot days, and delivered Covid test samples to the lab.
- Distributed food and beverages to people on set during lunchtime.
- Rotated with another PA for parking duty throughout the day.
- Transported equipment in the Production Van and returned it to Enterprise upon wrap.

NBCUniversal Media, LLC

April 2021 - June 2021

Production Assistant

Contractual Project

- Completed multiple runs throughout the morning and day, ensuring timely procurement of necessary items.
- Picked up checks and product orders for various Set Departments, facilitating smooth operations.
- Directed visitors to parking and specific sections throughout the shoot, maintaining organization and efficiency on set.
- Served lunch to a crew of 300 during lunchtime, ensuring everyone was catered to.
- Provided transportation for guests on golf carts to and from their trailers, ensuring their comfort and convenience.
- Organized the Production Office space by managing trash disposal, sweeping, and maintaining overall cleanliness.
- Locked up each department trailer and emptied out the trash at the end of the day, ensuring security and cleanliness.
- Communicated with multiple departments via walkie-talkie for various tasks on a daily basis, facilitating collaboration.

BattleBots

April 2019 - October 2020

Production Assistant

Contractual Project

- Conducted runs for various items for multiple departments on set, ensuring timely procurement of necessary materials.
- Monitored Robot Builders and provided assistance in any capacity needed, ensuring smooth operation and progress.
- Directed visitors to their seats, concession stand, and multiple exits throughout the building, ensuring a seamless experience for guests.

Punk'd

April 2019 - October 2020

Driving Production Assistant

Contractual Project

- Managed the rental of Enterprise Vans for crew transportation throughout the production period
- Loaded the Production Van with set items and transported them to base camp, ensuring all equipment arrived safely.
- Returned multiple Vans from Production rental companies, completing necessary logistics tasks to maintain production efficiency.

Netflix

January 2019 - January 2019

Talent Production Assistant

Contractual Project

- Greeted Contestants at the Airport based on a specific list of individuals, ensuring a warm welcome .
- Arranged transportation for Contestants to their Hotels via Uber, ensuring their comfort and timely arrival.
- Met with the Coordinator upon completion at the airport to confirm the safe arrival of all individuals.
- Provided assistance to other departments on set as needed, contributing to the overall efficiency of production.
- Escorted Contestants on and off set after their performances for the judges, ensuring their safety and timely movement.

HIGHER EDUCATION

California State University, Monterey Bay
Bachelor of Arts (Cinematic Arts & Technology)

May - 2018

Citrus Community College
Associates of Arts (Sociology)

June - 2016