

# DONOVAN RUSSO

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## WORK EXPERIENCE

### **Zero Gravity Management**

**Literary Development, Scouting & Administrative Intern** Aug 2020 - Present, Los Angeles, CA

- Maintain clientele records and schedules for Managers, scout new writers and pods, create casting lists and track upcoming pilots for staffing
- Script coverage for projects submitted through the query and detailed notes for managers, existing clientele and producers
- Conduct research that assesses industry trends, providing data on cultural issues and its correlation to motion pictures and television

### **The Tonight Show Starring Jimmy Fallon, NBCUniversal**

**Research Intern** Sept 2020 – Jan 2021, New York, NY

- Wrote and edited summaries for Producers that detailed upcoming guests and their previous appearances on competing shows
- Participated in practice segments for writers, gave feedback on new bits and took on spontaneous-urgent tasks for producers
- Created desk notes that logged celebrity interviews on TSJF and produced additional weekly reports that summarized guest appearances

### **CNBC, NBCUniversal**

**General News Intern** Jan 2020 - May 2020, Englewood Cliffs, NJ

- Covered the impacts that COVID-19 had on mass media, such as the theater-distribution model and the future of professional sports
- Interviewed Peter Jackson's company, Weta Digital, for an exclusive piece that explored the utilization of virtual production to keep the film industry afloat during the pandemic

### **ABC, The Walt Disney Company**

**Intern for the Investigative Unit** Sept 2019 - Dec 2019, New York, NY

- Analyzed what stories should be pursued from the Investigative Unit's tip line and gave input on content in post-production
- Production/ Administrative assistant: Providing B-Roll, transcriptions for new segments and oversaw schedule for on-air talent

### **Yahoo Finance, Verizon Media**

**Financial Journalism Intern** Jun 2019 - Aug 2019, New York, NY

- Generated over 6.88 million-page views on 45 published articles; *Walmart's biggest reason for store closures* piece is highest read story of all time for Yahoo Finance with over 2.5 million-page views
- Production assistant for *Influencers with Andy Serwer*, helping with research, video editing, lighting and with the needs of headlining guests

### **CNBC, NBCUniversal**

**Assignment Desk & Strategic Content Intern** Aug 2018- May 2019, Englewood Cliffs, NJ

- Reported on comic book-blockbuster strategies, renewable energy and LGBT equality for CNBC.com
- Accumulated over 3.2 million views on a total of 32 publications: Collaborating with digital influencers from YouTube and social media
- Operated as a PA on the floor of the New York Stock Exchange for several CNBC shows: Running scripts, loading printers and attaining to the needs of talent

## EDUCATION

### **Seton Hall University**

MBA Candidate, Concentration in Management; Graduating in May 2021

### **Montclair State University**

BA, English; May 2019

## EXTERNSHIPS/ CERTIFICATIONS/ EXTRACURRICULARS

- 2020 United Talent Agency Externship: Selected out of 5,000 candidates for a discussion on the innovations and challenges within entertainment
- Recipient of the *2019 Ethical Leadership Certificate* from the NASBA Center for the Public Trust and *2020 Envestnet Institute on Campus Program*
- Published novel *Steven's War* in 2020 with New Degree Press and established a promotional partnership with GLAAD, working directly with Chief Communication Officer to develop a national press campaign
- Overseeing the development of the NJ LGBT Chamber of Commerce's 2021 inaugural film festival, *Hear My Voice: The NJ LGBT Chamber Film Festival*

## SKILLS

- Office: Microsoft Office, G Suite, Stratus, Dalet Galaxy, Toolbelt, Airtable, Quip, Carbon and Social Media
- Creative: Final Draft, Slugline, Canva, Adobe Photoshop, Final Cut Pro, and Adobe Premiere
- (MBA Classes) Business: Market Decision Making, Financial Decision Making, Corporate Social Responsibility, Corporate Branding Strategy and the Legal Environment