

DONOVAN RUSSO

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WORK EXPERIENCE

The Gersh Agency

Agent Trainee/ Executive Assistant to Partner, Head of Business Development & Content Packaging Jul 2021 - Present, Beverly Hills, CA

- Service global talent across scripted and alternative content, work closely on assignments for notable client's first look deal, set creative pitches with PODS and studios for clients, establish relationships with new talent and PODS, read and cover scripts, create bios and resumes, provide tracking coverage, conduct research on upcoming shows in development, submit talent for roles and strategize outreach plans for projects
- Coordinator for company's Business Development department, working with investors, Web3 organizations and international TMT companies, create PowerPoints that analyze the intersections between media and technology, new market opportunities and international streaming maturity
- Roll calls, set meetings, lunches, and dinners, manage executive calendar, input, and redline contracts, file expense reports, organize schedules for talent, log notes, track payments, and identify needed contacts

The Tonight Show Starring Jimmy Fallon, NBCUniversal

Production Assistant (TEMP) March 2021 – May 2021, New York, NY

- Worked with audience operations team to enforce Covid regulations, such as with testing and mask enforcement, provided feedback on Covid protocols and collaborated with staff throughout the building to ensure operations were running efficiently during show time
- Ensured tickets were always ready to be distributed to guests, groups were checked in correctly and that other spontaneous tasks were completed

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

- Wrote and edited summaries/ desk notes for producers that detailed upcoming guests and their previous appearances on late night shows
- Provided feedback on segments for writers, searched for unique talent on social media, took notes for staff meetings, completed spontaneous tasks for writers, producers, and The Roots band

Zero Gravity Management

Literary Development, Scouting & Administrative Intern Aug 2020 – May 2021, Los Angeles, CA

- Maintained submissions, covered scripts, created bios and resumes, oversaw schedules for managers and clients, scouted new writers and PODS, created casting lists, tracked upcoming pilots for staffing and provided research on media business trends
- Assisted in the creation of the animation department, tracking down writers, directors, producers, and illustrators for managers to represent

ABC, The Walt Disney Company

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

- Identified content that was on brand for the division, provided input on segments that were in post-production and went undercover for stories
- Acted as assistant for on-air talent, coordinating interviews and on-camera appearances, transcribing footage, and conducting research for projects

Yahoo Finance, Verizon Media

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

- Generated +6.88 million-page views on 45 published articles, mostly reporting on tech and media; *Walmart's biggest reason for store closures* piece was the highest read story of all time for Yahoo Finance with +2.5 million-page views
- Production assistant for *Influencers with Andy Serwer*, compiling research, editing videos, and attaining to the needs of on-air talent and guests

CNBC, NBCUniversal

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

- 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, as well as covered the impact that Covid had on TMT sector

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

- Accumulated +3.2 million views on a total of 32 publications, reporting on theater distribution strategies and premium franchise IP, as well as collaborated with digital influencers from social media for features and commentary on respective articles
- Operated as a PA on the floor of the New York Stock Exchange for several CNBC shows, running scripts and loading printers while acting as a general assistant for producers, writers, on-air talent, and guests

EDUCATION

Seton Hall University

Master of Business Administration; May 2021

Montclair State University

BA, English; May 2019

ACHIEVEMENTS/ EXTERNSHIPS / SKILLS

- 2022 Gersh Agent Trainee cohort; 2021 *Robert C. Troccoli Award* recipient for paper, *How Firms Value Innovation*; published 2020 novel, *Steven's War*
- 2020 UTA Externship: Selected out of 5,000 candidates for a discussion on the innovations and challenges within Mass Media & Entertainment
- Microsoft Office, G-Suite, Trust Accounting, Oasis, Concur, Citrix Workspace, Rocket Reach, Signal Hire, Airtable, Final Draft and social media