

# DONOVAN RUSSO

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## WORK EXPERIENCE

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

**Research Intern** Sept 2020 - Present, New York, NY

- Write and edit summaries for producers that detail upcoming guests, their previous talk show appearances and what topics and stories they have recently been asked about
- Responsible for creating and maintaining desk notes that log guests' appearances on TSJF, providing them for producers when needed
- Assist in special projects that are often time sensitive, contributing successfully to the day-to-day operations of the show's production

### **Zero Gravity Management**

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

- Script coverage for screenplays submitted into the office: analyzing and recommending whether or not Lit managers should move forward with respective projects
- Conduct research that assesses industry trends for managers, providing data on cultural issues and its correlation to motion pictures and television
- Build resumes for managers' clients, update roster files and explore look books and pitch documents for different genres of content

### **CNBC, NBCUniversal**

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

- Copywriter for partnership pieces that resonated with the CNBC brand
- Reported on entertainment, gaming, leadership and entrepreneurship
- Covered the impacts that COVID-19 had on mass media, such as the theater-distribution model, virtual production and the future of professional sports

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

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

- Content development consultant: analyzing what stories should be pursued from the investigative unit's tip line
- Production assistant: providing B-Roll and script coverage for on-air segments

### **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*

### **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
- Aided in the development of TV news update-scripts that were distributed to affiliates around the country
- Operated as a production assistant on the floor of the New York Stock Exchange for several CNBC shows

## EDUCATION

### **Seton Hall University**

**MBA Candidate, Concentration in Management;** Graduating in May 2021

- *Dean's Scholarship from the Stillman School of Business*

### **Montclair State University**

**BA, English,** May 2019

## EXTERNSHIPS/ CERTIFICATIONS

- 2020 United Talent Agency Externship: selected for an exclusive event that discussed the innovations and challenges within entertainment
- 2019 *Ethical Leadership Certificate* recipient from the NASBA Center for the Public Trust and 2020 *Envestnet Institute on Campus Program*

## EXTRACURRICULARS

- Co-founder of United Front Media, LLC and member of the National Organization of Italian Americans in Film & Television
- 2020 *Spring Book Creators Program*, expecting to publish the novel "Steven's War" in December 2020 with New Degree Press

## SKILLS

- Office: Microsoft Office, G Suite, Stratus, Dalet Galaxy, Toolbelt, and Social Media
- Creative: Final Draft, Slugline, Adobe Photoshop, Final Cut Pro, and Adobe Premiere