

HANNAH LITTLER

literallylittler@gmail.com // hannahlittler.com

NYU Tisch School of the Arts, *BFA Dramatic Writing (2024)*

Work Experience

Peacock - NBCUniversal

Nov 2024 - Present

Coordinator, Program Strategy & Planning

- Serve as a point person for the entry and upkeep of windows and launch dates for over 80,000+ hours of VOD content, including Peacock originals, acquired content, and current season programming
- Oversee the creation and delivery of informational programming documents and decks with company-wide visibility
- Work with Partner Solutions and Media Ops to resolve concerns and communicate to key stakeholders
- Collaborate across teams such as Product and Marketing to support priority content and curated collections
- Manage SVP's calendar, arrange business travel and accommodation, organize and execute multi-department off-sites

Playwrights Horizons

October - December 2024

Wardrobe Production Assistant

- Supported Costume Shop Manager and Wardrobe Supervisor, completed wardrobe errands and administrative reports

CNN, Have I Got News for You

May - August 2023

Wardrobe Production Assistant

- Managed the pickup and returns of wardrobe for comedic panel show with Amber Ruffin and Roy Wood Jr.

Late Night with Seth Meyers

June, September 2024

Production Assistant

- Researched political coverage, compiled show highlights, recorded interviews for producers
- Covered NBCU Page Desk to greet and assist A-list talent and their teams
- Trained interns to efficiently execute runs and proactively solve production challenges

Vacancy Arts "Dear Shop Girl"

March 2024

Script Supervisor

- Head of continuity for short film by Nira Burstein, EP Fred Armisen, starring Rory Culkin
- Academy Award qualifying festivals include Woodstock, New Hampshire, and Newport Beach

Gigantic Pictures

February 2022

Production Assistant

- Worked with intimate and dynamic crew as the sole PA between multiple shoot locations
- Developed call sheet, helped prepare lighting/sound, processed invoices, coordinated talent

BASIS Ahwatukee Speech and Debate

August 2020 - July 2021

Head Coach/Program Director

- Coached, chaperoned, and mentored two teams (middle/high school) of 40+ students
- Awarded District Alumni Achievement of the Year from the National Speech and Debate Association

Internships

Late Night with Seth Meyers (Production)

January - June 2024

- Facilitated daily meetings and executed detail-oriented runs for all departments
- Production Assistant to field producers for "Seth Goes Day Drinking:"
- Selected by music department to create setlists, schedules, and directly assist the 8G band

Thunder Road Pictures (Development)

May - August 2023

- Wrote coverage on materials for the company responsible for the John Wick franchise

Warner Bros Discovery (Content Acquisitions and Co-Productions)

June 2022 - August 2022

- Captured detailed meeting summaries and tracked next steps with relevant teams across kids & family content for HBO Max, Cartoon Network, Cartoonito, and Boomerang
- Maintained databases for pitch materials and competitive programming
- Wrote coverage for 60+ potential series/films from major studios

Gigantic Pictures (Producing)

January 2022- May 2022

- Oversaw location logistics for documentary, edited sizzle reels, researched grant proposals
- Created ad campaign for *Mafia Tapes*, resulting in exposure from major TV network

sparks & honey (2 Roles, Consulting, Success Strategy)

Feb - Mar 2020, Jun - Sep 2021

- Constructed high school senior thesis centered on DE&I in the entertainment industry
- In college, promoted by C-suite executives to work more directly with clients, build informational decks for Fortune 500 companies, and review reports for publishing

Skills

Advanced Spanish
Microsoft Office
Google Suite
AirTable
Smart Sheets
Adobe Premiere Pro
Final Draft
Social Media
IMDb Pro
Canva
WordPress
Improv
Screen/Playwriting
Sketch Comedy
Retail Experience