

# AUSTIN CAPPETTA

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## SUMMARY

- Creative writer & producer who has led the production of 300+ mid-length scripted videos. Script development specialist that has grown agency rosters by 25%. Adept at project planning, multi-camera direction, and optimizing workflows.

## SKILLS & PROFICIENCIES

### Technical Skills

- Final Draft | MS Office | Adobe Suite | Airtable | Frame.io | SharePoint | Smartsheet | Breakdown Express | Confluence | Jira

### Work Skills

- Producing | Script Writing | Script Development & Coverage | Story & Narrative Development | Project Management  
Production Management | Pitch Decks & Marketing Materials | Shot Lists & Breakdowns | Pre-Production Planning  
Directing | Contract Negotiation | Budgeting & Finance | Workflow Optimization | Schedule Management | Casting

### Soft Skills

- Creativity | Leadership | Decision Making | Relationship Building | Presentation Skills | Time Management | Problem-Solving

## PROFESSIONAL EXPERIENCE

### NCER

#### Video Writer & Producer

April 2024 – Present

- Manages the end-to-end production process from development to post-production on 300+ mid-length video projects.
- Develops core production documents, including scripts, shot lists, schedules, art logs, and marketing drafts.
- Drove 33%+ of recent workflow improvements and led initiatives to streamline video scheduling and tracking.
- Directs crews and talent on-set to deliver strong performances and execute production plans.

#### Genoa Baptist, Media Production Group

#### Production Assistant (Freelance)

October 2023 – January 2024

- Framed and composed shots, balanced color, executed camera movements, and supported lighting and audio.
- Directed multi-camera live broadcasts, integrating on-air graphics and switchboard operations for high-quality output.

### NBCUniversal

#### Digital Operations Assistant

July 2022 – July 2023

- Performed creative and technical QC on Peacock ads, reviewing ~3000 media assets with a 100% defect-free delivery rate.
- Partnered with project managers to improve workflows and administer Airtable databases for operations and marketing.

### The Robb Company

#### Script Development Associate

August 2021 – July 2022

- Delivered script coverage and development notes that elevated story, character, and worldbuilding.
- Identified and developed writing talent, contributing to a ~25% increase in the talent roster.
- Supported market strategy and refined pitch decks, helping writers secure meetings with major networks.

### Universal Attractions Agency

#### Film, TV, & Theatre Assistant

September 2021 – March 2022

- Oversaw 60+ client signings, growing the roster by 66% through large-scale scouting (~7,000 resumes and reels).
- Managed talent submissions via Breakdown Express, driving a ~300% increase in overall audition volume.
- Edited celebrity reels in Premiere Pro, directly contributing to project bookings.
- Supported executive operations through calendar management, correspondence, and expense tracking.

## INTERNSHIP EXPERIENCE

#### DreamCasters Media – Casting Assistant / Intern

May 2021 – August 2021

#### Comm-Works – Project Support Intern

May 2019 – August 2019

## EDUCATION

#### University of Connecticut, Bachelor of Science in Business Administration

August 2017 – May 2021

- Major:** Business Management with a Concentration in Entrepreneurship
- Minor:** Dramatic Arts

## PROFESSIONAL DEVELOPMENT

#### New York Writers' Room Program Season 2 (JHRTS) – Writer

June 2024 – October 2024

#### Mentorship Program (JHRTS) – Mentee

March 2024 – October 2024

#### Venture Consulting Entrepreneurship Capstone – Consultant

January 2020 – May 2020

## PROFESSIONAL CERTIFICATIONS

#### Raindance Film Festival – Film Producers' Foundation Certificate

January 2025 – February 2025

#### Creative Project Management Academy (CPMA) – Creative Project Management, Level I

January 2025 – February 2025

#### California Institute of the Arts (CalArts) – Game Design: Arts and Concepts Specialization

June 2024 – January 2025

#### Berklee College of Music – Music Business Specialization

June 2024 – December 2024

#### New York University School of the Arts – Film and TV Industry Essentials

August 2021 – December 2021