
EBONY WASHINGTON

WORK HISTORY

Writers' Assistant, 09/2020 to Current

Grey's Anatomy – Los Angeles, CA

- Transcribed story points in the Writers' Room
- Created sides for casting
- Wrote character summaries for each episode / wrote scenes for scripts

Executive Assistant to Showrunner, 01/2020 to 09/2020

ABC Studios – Los Angeles, CA

- Assistant to Krista Vernoff, showrunner of Grey's Anatomy and Station 19, and creator of Rebel on ABC Network

Set Production Assistant, 03/2018 to 03/2018

Universal Television LLC – New York, NY

- Assisted production on set for pilot episode of NBC's, The Enemy Within
- Worked closely with 1st and 2nd assistant directors as well as key set PA
- Aided professional actors/actresses and background talent on set
- Handed out sides and schedules to crew and locked down set

Production Associate/ Front Desk Receptionist, 09/2017 to 12/2017

NBC Universal, Inc — The Maury Show – Stamford, CT

- Organized and ran front desk at production office
- Assisted production coordinator by answering important calls and signing for packages to be sent to producers
- Collaborated with production assistants and producers by handling paperwork and preparing guests for show tapings
- Ordered lunch for guests, production assistants, and producers

Set Production Assistant, 09/2017 to 10/2017

Lady Prison Productions – New York, NY

- Assisted production on set for Season 6 of Netflix's hit show, Orange Is the New Black
- Worked closely with 1st and 2nd assistant directors as well as key set PA
- Aided professional actors/actresses and background talent on set
- Handed out sides and schedules to crew and locked down set

SKILLS

- Microsoft/Google Office
- Final Draft
- Social Media
- Adobe Premiere/Final Cut Pro
- Film & Television Production
- Technology Savvy

EDUCATION

Master of Fine Arts: Film and Television Production, 08/2019

Sacred Heart University - Fairfield, CT

- Graduated with honors in Alpha Delta Zeta Chapter of Lambda Pi Eta

Bachelor of Arts: Cinema Studies, 05/2015

SUNY Purchase College - Purchase, NY