

CASSANDRA ALCIDE

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(917) 586-1298

cassalcide.com

WHAT I DO

Manage scripts in standard FDX screenwriting format with great attention to detail.

Documenting and organizing notes remotely w/ Writers Room Pro.

Manage and maintain calendars, spreadsheets, and other organizational systems for scheduling and data tracking.

People person, ability to manage and communicate effectively.

Support showrunner and other departments from writers' room to production through post.

Produce character breakdowns, timelines, deliverables, clearances, approvals, and feedback in a timely matter.

Navigate the production set, provide on-the-spot punch-ups, and script clarifications.

EDUCATION

New York Institute of Technology, Communications, B.A.

Jacob Krueger Studio - Comedy Writing for TV

REFERENCES

SHARR WHITE (EXECUTIVE PRODUCER 'GENERATION')
sharrwhite@gmail.com

DANIEL BARNZ (SHOWRUNNER, 'GENERATION')
daniel@wnbprods.com

SIAN PIERRE REGIS (DIRECTOR 'DUTY FREE' FILM)
sianpierre@gmail.com

MIKA PRYCE (HEAD OF DEVELOPMENT, RADICLE ACT)
mika@radicleactproductions.com

EXPERIENCE

THE ANSWERS (FX)

Writers' Assistant - Mini Room

- Managing and proofing studio pitch
- Documenting room notes and organizing bible and storyboards remotely.

GENERATION (HBO MAX)

EP/Showrunner's Assistant - Generation - S1

- Maintaining schedules, spreadsheets, and travel arrangements/itineraries.
- Managing email, calendar appointments, and meetings.
- Navigating set and production atmosphere.
- Producing notes from network and production meetings.

GENERATION (HBO MAX)

Writers' Assistant - Generation S1

- Taking notes, tracking the story, conducting research, managing and maintaining story timelines
- Reviewing scripts, revising documents, printing materials.

Radicle Act Productions

Intern

- Pitching commercially viable emerging talent, novels, and plays to Head of Development.
- Reviewing scripts, writing 5-8 pieces of coverage weekly, conducting industry-related research.

Duty Free Documentary

Associate Producer

- Taking notes during the writer's meetings, story note meetings, conducting research.
- Admin/production support for the director and executive producer

Swagger New York Digital Mag

Writer/Producer

- Digital media, boutique creative agency
- Developing branded content on behalf of blue-chip brands (Coca Cola, UGG, AMEX)
 - Producing entertainment and hard news for HLN.