

# Isa Wnek

New York Metro Area | US & EU Work Eligible | Fluent in English, Polish, French  
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## Objective

Proactive and detail-oriented professional seeking a role as an Executive or Producer's Assistant in the film, television, or media industry. Brings hands-on experience supporting creative executives, managing logistics, and coordinating across production, talent, and brand teams. Committed to facilitating seamless operations behind the scenes and building a long-term career supporting high-level international creative leadership.

## Key Skills

Executive Scheduling • Talent & Stakeholder Liaison • On-Set & Virtual Production Support • Calendar & Travel Coordination • Script & Pitch Deck Preparation • Film/TV Industry Knowledge • Meeting Prep • Internal Comms • Event & Screening Logistics • G Suite • Microsoft Office • Zoom • Entertainment Ecosystem Fluency (Casting, Agents, Talent, Brands) • Scenichronize • Sprinklr • Discretion & Confidentiality • Deadline Management • Cross-Team Communication

## Professional Experience

### Actors Connection – Executive Assistant Intern to CEO / Creative Program Coordinator

New York, NY | Feb 2022 – Present (Part-time, Project-Based)

- Coordinates high-volume virtual events with casting directors, agents, & producers; serves as live host and executive-level assistant.
- Schedules, preps Zoom workshops, manages communications across time zones, handles day-of logistics under tight deadlines.
- Cultivated & maintains partnerships with UK casting professionals, expanding Actors Connection's international reach.
- Provides live support during sessions by moderating chat, managing tech, and reading scenes with actors on camera.
- Researched, developed, updated the internal "Actor Resource Book," organizing key contacts & industry tools for talent.
- Frequently pitches creative programming ideas and assists with guest outreach to strengthen brand value and audience engagement.
- Manage calendar scheduling, cross-time-zone communications, and day-of logistics for live Zoom workshops.

### Grail Talent – Talent Manager (Creative & Brand Partnerships)

Remote | Apr 2025 – Present

- Act as point of contact between high-profile content creators and major brands; handle contract execution, deliverables, and tight timelines.
- Track campaign data, trends, and scheduling to ensure efficient cross-team communication.
- Support media influencers' content cycles similar to talent logistics in studio environments.

### L'Oréal (via ProKatchers) – Social Media & Creator Coordinator (Entertainment Partnerships)

Hybrid | Feb 2025 – May 2025

- Led brand outreach via Instagram & TikTok using Cerby, Sprinklr; cast 70+ influencers weekly for digital campaigns.
- Tracked campaign performance, audience engagement through Sprinklr listening tools and Salesforce dashboards.
- Pitched creative content ideas, growth strategies, aligning brand identity with niche audiences and emerging trends.

### Montclair NewsLab – Segment Producer & UK Correspondent

Montclair, NJ / Newcastle, UK | Sept 2021 – Dec 2022

- Produced 12+ broadcast stories from pitch to post, coordinating talent, logistics, scripting, editing workflows.
- Operated as one-woman international unit during UK semester, managing all production remotely under tight deadlines.
- Hosted live segments & supported cross-platform distribution with quick-turn execution, editorial judgment.

## Education

Montclair State University, Montclair, NJ

**Bachelor of Arts in Communication and Media Arts, Minor in Business**

Summa Cum Laude | GPA: 4.0 | Graduated May 2023

Northumbria University, Newcastle, UK – Study Abroad | Spring 2022

**Film & Media Studies Program**

**Awards & Certifications**

- Winner: Student Digital Creator Award – 2022
- Harvard EdX: Public & Persuasive Speech Certification
- British Academy of Dramatic Combat Certified (Unarmed, Knife, Sword)