

## Lauren Schwartzbard

laurenschwartzbard.mov@gmail.com | 862-205-1508 | [laurenelizabethschwartzbard.com](http://laurenelizabethschwartzbard.com) | NJ/NYC

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### WORK EXPERIENCE

**Production Coordinator**, Sphere Entertainment Co. | October 2022 – August 2025

Los Angeles, CA (Hybrid)

- Managed post production workflow for Sphere’s immersive experiences and events including *Postcard from Earth*, U2:UV, 2024 Upper Deck NHL Draft, and *The Wizard of Oz at Sphere*.
- Led coordination efforts for the Rockettes Christmas Spectacular and STMico EXO pieces.
- Designed and implemented post production and studio databases, enhancing data discoverability across 100k+ digital assets.
- Facilitated seamless asset deliveries between internal/external teams and vendors.
- Primary contact between post production management team, playback operators, digital artists, external vendors/partners, and producers both on-site and virtually.
- Technical project manager for Sphere’s innovative BigSky Lab imaging team.

**Production Assistant**, Gradient Effects | June 2022 – October 2022

Los Angeles, CA

- Utilized Shotgrid to effectively manage communication between artists and producers.
- Leveraged Linux and FTP software (Aspera, FileZilla) to expedite media exchange with clients and prioritized show tasks effectively to ensure project deadlines were met.
- Assisted in dailies screenings.
- Provided general office and administrative support.
- Office Manager and Receptionist for office, ensured clients and vendors had positive interactions with the studio and maintained key studio supplies.

**COVID Production Assistant**, Gadget Films (*Oppenheimer*) | April 2022

Princeton, NJ

- Leveraged interpersonal skills to effectively communicate Health & Safety on-set protocols.

**Editorial Student Associate**, Madison Square Garden Entertainment | June 2021 – August 2021

Los Angeles, CA

- Production Assistant for the MSG Sphere post production department.
- Generated dailies string outs with DaVinci Resolve and Premiere and drove dailies sessions.
- Applied motivated and innovative storytelling techniques to create compelling visual narratives for diverse media projects.

**Development Intern**, Steven Michael Studios | April 2021 - July 2021

Philadelphia, PA

- Generated original story concepts.
- Tracked productions and documents for producers and other administrative duties as needed.

**Video Production Intern**, Samsung Electronics America | June 2020 – January 2021

Remote

- Developed and produced 3+ videos a month for internal and external audiences on social media platforms including LinkedIn.
- Edited audio, backgrounds, and stabilized footage for various employee video content.

## **SKILLS**

**Production Management:** Project Management, Problem-Solving, Communication, Budgeting, Airtable, Microsoft Office Suite (Excel, PowerPoint, Word), Google Workspace, Google Analytics, Slack, Harvest, Trello, Data Analysis, Scheduling, Quality Control

**Technical:** Adobe Creative Suite (Premiere, Audition, Lightroom, Photoshop), Movie Magic, Flow Production Tracking (ShotGrid), Flow Capture (Moxion), Final Cut Pro X, DaVinci Resolve, CapCut

**Social Media:** Meta (Facebook, Instagram), X (Twitter), YouTube, Snapchat, TikTok, Marketing, PR, Content Creation, Content Strategy, Influencer Marketing, Canva, Branding, Brand Guidelines

## **EDUCATION**

**Temple University** May 2022

Philadelphia, PA

Bachelor of Fine Arts in Film and Media Arts (Directing Concentration), General Business Studies Minor  
GPA: 4.0, Honors Program

## **ORGANIZATIONS**

Hollywood Professional Association - YEP Committee 2025, Young Entertainment Professional (YEP) 2024

## **VOLUNTEER**

Cinema Ed - Live Events, Research, Outreach, Social Impact, Logistics