

HANNAH FICHTEN

Entertainment & Production Professional | NY, NY | 917-601-0514 | fichtenhannah@gmail.com |

[LinkedIn](#)

SUMMARY

Detail-oriented entertainment and production professional with experience across film, television, live events, award shows, and music industry operations. Proven background supporting C-suite executives, coordinating productions, managing tours and assets, and improving internal workflows.

CORE SKILLS

Production Coordination, Event Production, Talent Relations, Executive Assistance, Calendar Management, Tour Routing, Asset Management, Stakeholder Relations, Office Operations, Scheduling, Travel Coordination, Contract & Deposit Tracking, Pitch Decks, One Sheets, Music Business Affairs, Film & TV Production

Tools: Google Workspace, Microsoft Office, Excel, Adobe Suite, Chartmetric, Mastertour, Zkipster, Airtable

PROFESSIONAL EXPERIENCE

Freelance Production Experience – Various Companies (2023 – Present)

Live / Special Events

- NEXGEN Banking Summit - Event Manager - Tech Trek Events (2026)
- BBYO International Convention - Assistant Coordinator - Liquid Arts Media (2026)
- Helena Moreno 2026 Inauguration - Production Coordinator - Solomon Group (2026)
- CES 2026 - Admin Assistant - HAVAS (2026)
- VIP Coordinator - Basement East - 237 Global (2025)
- MTV's Video Music Awards - Production Assistant - Paramount (2025)
- Belmont Country Showcase - Talent Wrangler - Student Lead Production (2024)
- The Met Gala Live from E! News - Production Assistant - E! News (2023)
- IMB Think - Assistant to Directorial Team - Drury Design Dynamics (2023)
- iHeartRadio Awards - Assistant to Directorial Team - Tenth Planet Productions (2023)
- Kids Choice Awards - Production Management Assistant - Nickelodeon / Paramount (2023)
- Power of Love Gala - Assistant to Directorial Team - Keep Memory Alive (2023)
- 65th Grammy Awards - Talent Escort - Fulwell 73 Productions (2023)

Films

- Credit Queen - Key Production Assistant - Brite Lite Film INC. (2026)

TV / Commercials

- Bachelorette Season 22 - Production Assistant - NZK Productions (2025)
- Arby's Steak Bites Commercial - Production Assistant - Lightswitch Productions (2025)
- Words and Music - Script Assistant - Prime Video & Amazon MGM Studios (2025)
- CMT Smashing Glass - Talent Escort / Production Assistant - Country Music TV (2024)

Executive Assistant to CEO – GIGGS (May 2025 – August 2025)

Assisted the CEO and Founder, streamlined operations, booked all travel, managed schedules and communications, coordinated Nashville networking events with 200+ attendees.

Executive Assistant to Music Agent – Reliant Talent Agency (September 2024 – May 2025)

Promoted from a floating assistant. Routed tours, managed artist assets, helped to book shows nationwide, coordinated with buyers and managers, managed contracts and deposits, and launched the Assistant A&R Meeting.

Floating Assistant to Music Agents – Reliant Talent Agency (May 2024 – September 2024)

Oversaw office operations, filled in across multiple desks, tracked offers, deposits, contracts, and tour routing.

EDUCATION

Belmont University – B.S. Media & Entertainment Industries Minor: Music Business