

Claire de Vries

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Enthusiastic and creative film professional with experience in development, production, and executive assistance, seeking to contribute passion, initiative and a strong work ethic to a dynamic team in the entertainment industry.

EDUCATION

The University of Michigan, Ann Arbor, MI

Expected Graduation May 2025

Honors Film, Television, and Media Major, 3.9 out of 4.0 GPA.

Kalamazoo College, Kalamazoo, MI

September 2020 – December 2022

Business and English with a Concentration in Film Studies, Dean's List all Quarters. 3.9 out of 4.0 GPA.

EXPERIENCE

Warner Brothers/Max, Los Angeles, CA

June 2024 - Present

Max Drama Development Intern

Support executives in the development of scripts and on-set production:

- Provide desk coverage for SVP and VP of Original Drama Programming, answering calls, preparing correspondence, coordinating meetings and schedules, and organizing travel logistics and expenses.
- Compose detailed coverage reports for TV feature films, pilots, and novels.
- Review dailies for multiple projects, ensuring quality and consistency of raw footage.
- Attend pitch sessions and take detailed notes for executives.

M-agination Films, Ann Arbor, MI

January 2023 – Present

President, Producer, Film Director, and Marketing/Recruitment Director

Manage U-Mich's nationally recognized student film production organization:

- Advise directors and producers on multiple student film projects.
- Organize and lead meetings, workshops, and networking events for over 100 members.
- Facilitate collaboration between students and industry professionals through speaker events and panel discussions.
- Coordinate annual student film festival, overseeing submissions, judging, and event logistics.
- Oversee marketing, including developing and managing social marketing campaigns.
- Produced sixteen student film projects from development/pre-production to post-production/distribution.

Panoramic Media, Los Angeles, CA

August 2023 – December 2023

Development Intern

Assisted with industry research and the development of scripts and projects for production:

- Conducted research and generated in-depth reports on industry trends, competitor films, and box-office data.
- Composed comprehensive coverage reports for feature-length screenplays, short stories, TV pilots, and novels.

Atlantic Pictures, New York, NY

December 2021 – April 2022

Production Intern

Provided general administrative and on-set support for all aspects of film and video production:

- Conducted script coverage and prepared reports on recommendations, acquisition, and co-production.
- Provided input in creative brainstorming and development sessions and created project pitch presentations.
- Researched logistics, served as Production Assistant on set, and assisted with post-production editing.
- Updated production databases, including editing, organizing, and labeling production footage.

Film Composer Christopher North, New York, NY

December 2021 – April 2022

Video and Content Development Assistant

Edited film footage and created videos for use in marketing and sales activities:

- Researched independent film studios and productions and created reports on potential projects and outreach.
- Presented creative concepts for direct outreach and digital marketing activities.

TECHNICAL SKILLS

Adobe Photoshop, Adobe Premiere Pro, Adobe Illustrator, DaVinci Resolve 18, Final Cut Pro, Final Draft, Microsoft Office Suite, Google Suite.