

# BENJAMIN N. DEEB

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## EDUCATION

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**Chapman University** (2005-2009) – Orange, California

- BA in Political Science & Philosophy
- Minors in Environmental Science & University Honors
- Cumulative GPA 3.9, *Summa Cum Laude*

## PROFESSIONAL EXPERIENCE

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### **Freelance Writer**

January 2011 – Present

Various Clients

*Los Angeles, CA*

- Wrote ad copy, marketing emails, and successful Kickstarter campaigns
- Created a sixty-page comic book for *Paranoid American Comics*
- Published comedic prose in *The Devastator Quarterly*

### **Executive Assistant**

June 2016 – June 2018

Halpern Haskins

*Burbank, CA*

- Assisted writer/producers Sarah Haskins & Emily Halpern at ABC Studios
- Served as showrunners' assistant on the multicam pilot *Lost in Queens*
- Read staffing submissions and provided coverage for television and film development
- Proofread and distributed scripts for ABC's *Blackish*, *Imaginary Mary*, and *The Mayor*
- Took notes on studio & network calls and writing & brainstorming sessions
- Managed calendars and scheduled meetings

### **Science Department Director**

May 2014 – June 2016

STAR Education, Inc.

*Los Angeles, CA*

- Managed a staff of 30 science teachers and office assistants
- Wrote lesson plans and developed science enrichment curriculum in 75 Los Angeles area schools
- Managed budget and petty cash in excess of \$10,000/month

### **Administrative Intern**

March 2014 – July 2014

Quantity Entertainment

*Burbank, CA*

- Assisted Lee Eisenberg & Gene Stupnitsky with script coverage and administrative work
- Ordered lunch, cleaned office, ran errands, and completed personal tasks

### **Science Enrichment Teacher**

March 2011 – May 2014

STAR Education, Inc.

*Los Angeles, CA*

- Taught science enrichment and gifted classes
- Led science-themed summer camps for ages 6 through 12

### **Naturalist**

September 2009 – Feb. 2011

The Irvine Ranch Outdoor Education Center

*Orange, CA*

- Taught programs in biology, earth science, and chemistry to school groups
- Operated zip line, challenge course, archery range, and pool

## PROFESSIONAL SKILLS

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- Proficiency in MS Word, Excel, & PowerPoint, Adobe Creative Suite, Final Draft, and Final Cut Pro
- Programming experience in Java, HTML, and CSS
- Skills in woodworking, motorcycle repair, and lock picking