

Derek R. Pietras

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Film Production Experience

Haven Entertainment: Los Angeles, CA – September 2017 – December 2017

Office Intern

Worked closely with producers, managers, and their assistants to ensure smooth operation of an actor/writer management company.

- Read scripts and drafted coverage for live-action and animated television pilots, and full-length feature films, to assist producers in determining a project's viability.
- Delivered numerous packages to clients on behalf of the company, and performed additional runs to ensure production continued on schedule.
- Supervised the front desk, assisted with scheduling, greeted clients, assisted casting directors, and managed the phone.
- Researched and implemented an online marketplace for the non-profit group, Film2Future, managed by Haven Entertainment.

Hired Education: Burbank, CA – August 2017 – October 2017

Production Assistant

Performed various duties to assist with all stages of production, from initial pre-production to post-production, for an independently produced live-action web-series.

- Assisted set designer and director of photography to create the set, arrange lighting, and block camera shots.
- Provided notes and feedback to the writer and producer on the script, both before the production and on the fly as needed, to ensure jokes landed and dialogue was sharp.
- Completed numerous runs to support the day's shoot and gather any additional materials required.

Additional Professional Experience

Swimoutlet.com: Campbell, CA – July 2017 to January 2018

Content Writer

Produced numerous informative marketing articles for the SwimOutlet.com website, writing content on a wide variety of swimming-related topics.

- Worked closely with the marketing team to determine writing topics and performed research as needed to support the articles produced.
- Mastered internal documentation publishing software to add content to the SwimOutlet.com website.
- Rewrote and revised numerous articles to ensure that they match the high standards set by SwimOutlet.com.
- Interviewed lifeguards working at the Los Angeles public beaches to gain an understanding of their work and to craft an informative article describing oceanfront lifeguarding.

MPAY, Inc: Waltham, MA – April 2015 to January 2017

Technical Writer

Managed and updated an extensive web-based help system that stored all documentation for the Payentry family of payroll and accounting software. Outlined documentation chapters, wrote technical procedures, created reference material, and drafted best practices by working closely with Subject Matter Experts in offices across the US.

- Rewrote stylesheet (CSS) from scratch to implement a new, cleaner design for the web-based help system to improve the user experience (UX) and readability across all documentation.
- Managed and wrote all customer-facing communications, including release notes, software update notifications, and new feature announcements.
- Crafted templates and wrote text for automatically generated customer-facing emails.
- Proposed numerous UI updates to the Payentry software to improve usability.

Education and Honors

- Framingham State University, Framingham, MA:
 - B.A. Magna Cum Laude with Honors in English.
 - Concentration in Writing with a minor in Communication Arts.
 - Commonwealth Honors Scholar & Paul Tsongas Scholarship Recipient.

Computer Skills

- Microsoft Word
- Microsoft Office Suite
- Adobe Acrobat
- Wordpress
- Microsoft PowerPoint
- Keynote
- Windows & macOS

Personal Interests: Animation, creative writing, screenwriting, reading, swimming, video games, and cetology.