Adora Adeyemi

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EDUCATION

Georgetown University **Washington, DC**
Bachelor of Arts in English, double-minor in Business Studies and Music Graduated: May 2024
GPA: 3.743/4.0
Coursework: Scriptwriting; Film Studies; Music and Sound in Film; Writing About Music, Recording Arts; Elements of Music Theory; Music Industry; Television and American Society; Orchestra; Accounting; Computational Business Modeling
Awards: The "Media/Publication Award" issued by Georgetown University's Visions of Excellence Ball in April 2024

EXPERIENCE

Entertainment 360 **Los Angeles, CA**
Executive Assistant to Partner/Literary and Talent Manager September 2024-September 2025

- Provided administrative support such as phone/calendar management, note-taking, schedule coordination, travel, media rights research, distributing scripts, and organizing expense reports for my boss and her ~40 clients such as Naomi Scott and Nia DaCosta; for events such as Cannes and TIFF
- Organized the high-volume desk by maintaining essential information such as distribution lists of internal and external recipients for the dissemination of submissions; and inventory of office supplies & shipping materials
- Liaised with colleagues at talent agencies, talent management companies, and music management companies in order to work synergistically with team members to maintain and update materials

Volunteer **Remote**
Composer/Producer May 2024-May 2025

- Handled transportation of music files for original music I composed, mixed, and produced for a short film

Real Woman International Inc. **Atlanta**
Communications Assistant June 2024-August 2024

- Supported the President while executing the tentpole conference by overseeing weekly newsletters and their mailing lists

Georgetown University Department of Performing Arts **Washington, DC**
Production Assistant February 2022-April 2024

- Supported the Director of Production and the department by liaising with external creatives and logging inventory data

The Georgetown Voice **Washington, DC**
Contributing Editor/Leisure Executive/Halftime Leisure Editor/Halftime Leisure Assistant September 2021-April 2024

- Oversaw the Leisure section by handling editing/output of all articles about film/TV/music

Paramount Global–*MTVE* **New York, NY**
Unscripted Series Intern June 2023-August 2023

- Completed requested research projects including my pitch deck for an original series based on my research on industry trends, my creation of 10 loglines & 3 one-sheets, and brainstorming sessions with Development executives

Paramount Global–*BET* **Remote**
Research & Strategic Insights Intern June 2022-August 2022

- Collected and organized data for research projects including a spreadsheet on viewing numbers for *Sistas* S3, a deck on Black American trends in TV & social media, and a deck on social media responses to tenpole award shows

SKILLS

French, Verbal/Written Comms, MS Office, Film/TV/Music Knowledge, Mac, Phones, Multitasking, Confidentiality, Scripts, Fast-paced Environments, Interpersonal Skills, Google Workspace, Research, Global Perspective, Detailed, Organized