

CALLIE TRESSER

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SKILLS

- Writing, Rewriting & Editing
- Content Strategy & SEO
- Sharepoint & Metadata
- Microsoft Office & Mac OS
- Final Draft & Screenwriter
- Wix & SquareSpace

EDUCATION

Ithaca College, 2010, B.S.

Major: Television-Radio

Minor: Scriptwriting

Magna Cum Laude: 3.81 GPA

Park Scholar Recipient (full merit-based scholarship)

WORK EXPERIENCE

SENIOR MANAGER, HBO/MAX ORIGINALS EDITORIAL, CONTENT STRATEGY; WARNER BROS. DISCOVERY; DECEMBER 2022 – PRESENT (MANAGER MAY 2020 – DECEMBER 2022)

- Establish and maintain brand voice for all original programming (OP), including HBO, HBO Max, International (IOP), Warner Bros. Animation (WBA), Cartoon Network Studios (CNS), Kids, Young Adults and Classics (KYAC), and Sesame Workshop – writing and editing synopses, program and episodic overviews, one-liners and optimized search keywords that appear in product, press releases and with awards/festival screener submissions
- Co-lead monthly HBO OP Overview Meetings, presenting the latest programming/scheduling updates and content highlights to 50-100 employees across HBO
- Manage the hiring, onboarding and training for Editorial's growing team; Assure alignment and efficiency through regular 1:1's while developing for growth
- Integrate new processes and creative solutions with key stakeholders across WBA, CNS, KYAC, Sesame, and International partners; Ensure and enable creative alignment with Programming and Executive Producers
- Communication liaison for Post Production needs and Scheduling updates across HBO/Max for larger Content Strategy teams
- Oversee maintenance, upkeep, access, and permissions for internal HBO and Max OP SharePoint sites, Descriptive Metadata, Content Trackers and Approvals

WRITER/EDITOR; FREELANCE; MARCH 2016 – PRESENT

- Regular contributor to DirecTV/AT&T Entertainment platform; Spearheaded HBO Max content campaign – conceptualizing and executing original, SEO-enriched articles; Additional original entertainment-based articles published on Yahoo
- Interactive game story writer for Episode/Pocket Gems
- Story consultant, editor and script coordinator for various length scripts and other written documents for numerous Executive Producer-level writers

SCRIPT COORDINATOR & EXECUTIVE/SHOWRUNNER'S ASSISTANT; IZOMBIE (CW TELEVISION); JUNE 2014 - MARCH 2016

- Created the show "bible," an extensive document tracking all character backgrounds and storylines; Proofread/Edited all scripts, outlines, revisions and story documents; Wrote episode synopses for internal and studio/network purposes; Built and maintained master script/production schedule
- Managed all writer room paperwork, including writer contracts, pay authorizations, writing credits and clearance documents; Generated show expense reports

WRITER'S ROOM ASSISTANT; NURSE JACKIE (SHOWTIME & LIONSGATE TELEVISION); JULY 2012 - JANUARY 2014

- Worked with the VP of Marketing at SHO Networks to create a fictional blog for main character Zoey Barkow; Responsible for writing 5-7 original entries per episode
- Transcribed and distributed room notes (upwards of 30 daily pages); Edited and submitted daily and finalized show materials/documents to all departments

EXECUTIVE ASSISTANT; CAROL MENDELSON PRODUCTIONS [CSI SHOWRUNNER'S PRODUCTION COMPANY]; JAN 2011 - JUNE 2012

- Coordinated between various studios and networks where material was in development or production
- Created and maintained tracking grids, Wrote coverage on optioned property and script submissions; Handled Executive's office schedule, travel and finances

WRITER'S OFFICE PRODUCTION ASSISTANT; CSI: CRIME SCENE INVESTIGATION (CBS TELEVISION); JUNE 2010 - APRIL 2012

- Took writer's room and board notes; Wrote episode outlines; Formatted and edited scripts; Maintained the show bible
- Submitted and tracked weekly show expenses, receipts and petty cash