

PARIS A. HERBERT-TAYLOR

◆ pht.communications@gmail.com ◆

Creative Executive/Producer

Pride of Gypsies & On The Roam Productions - October 2020 - Present

- Produced and executed \$1 million dollar 'Carhartt' commercial & 'Ball' cup commercial starring Jason Momoa
- Review and provide notes on scripts
- Network and foster relationships with crew, writers, and talent
- Identify and assign creative talent to develop and produce content

Producers Assistant to Jeff Fierson (President)

ASAP Entertainment - July 2019 - April 2020

- Coordinate schedule, travel and calendar on set for Producer of SWEET GIRL (Netflix, starring Jason Momoa, Pittsburgh, PA)
- Administrative duties including rolling calls and expenses reconciliation
- Analyze and summarize specs, scripts and samples and provide notes and coverage
- Assist in the development of a wide slate of film and television projects
- Create pitch decks for ASAP projects
- Create weekly development reports and track metrics

Executive Assistant to Willis Chung (Head of Production)

Mad Minds Entertainment – July 2018 – July 2019

- High-level multi-tasking, including heavy scheduling, artist management, travel
- Executed projects to comply with projected timelines, including interviewing & hiring crew for shoots
- Organize meetings and events, perform additional administrative tasks as needed
- Acted as liaison between studio departments, accounting and creatives
- General office duties including staff parking, office ordering, and managing calendars

Event Manager

Roaming Hunger – February 2017 – June 2018

- Organized all event and advertising logistics including staffing, permitting, asset acquisition, travel and accommodations, menu development, premiums and promotional items as well as budgeting
- Executed projects to comply with projected timelines & wrote proposals & contracts

Event Producer and Assistant to CEO (Contract)

Brilliant Consulting Group: September 2012 – June 2016

Film Festivals: Sundance, Toronto & Cannes / Award Shows: The BAFTA's, The Academy Awards

- Developed & Managed events with top-tier brands such as Acura, Samsung, GreyGoose and Chase, at International Film Festivals in North America & Europe with budgets \$10k - \$500k
- Talent liaison for Nick Jonas, Adam Scott, Lena Dunham, Glenn Close, Kiera Knightly, Amy Poehler, Ewan McGregor among others
- Acted as contact onsite for event Talent agencies (WME, CAA, UTA, ICM), Press, Buyers, Publicists & staff

Public Relations & Publicity Manager

TARO Public Relations: January 2015 – January 2016

- Served as key liaison with talent & onsite staff for screenings & press conferences
 - Acted as Media liaison & story pitching on behalf of film & corporate Clients
 - Developed & managed brand partnerships for promotions; managed client events, launches & red carpets
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Masters of Creative Writing

The University of Sydney, Australia: Graduate 2010

Bachelor of Arts, Film & English

The University of Sydney, Graduate: 2007-2009

Awards:

2020: Nickelodeon Writing Program Semi-Finalist

Script Reader:

2020-2021: Female voices Rock Screenplay Competition