

chelsea leite

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MY BACKGROUND

I have a variety of experience in writing, producing, television production, social media management, and executive assisting. As a freelance writer, I have been published on **CBC Comedy, Yahoo Sports Canada**, and more.

PROFESSIONAL SKILLS

-Software: Final Draft, Movie Magic, Scenechronize, Microsoft Office, Google Workspace, Adobe Premiere Pro, Final Cut Pro, and Zoom

-Extremely proficient in note-taking, editing scripts/articles, taking notes from editors/supervisors, writing in teams.

RELEVANT EXPERIENCE:

The Second City Conservatory - 2021

Completed The Second City's Conservatory Program, which included writing, producing, and performing in a full sketch comedy revue.

Toronto Screenwriting Conference 2019

Helped staff with administrative tasks and hosting of the Conference.

WIFT Toronto Short Film Showcase - 2019

-Volunteered with staff in office as well as at the event for preparation and hosting.

WIFT Connect Mentorship Program 2019

-Participant/Mentee

Creator, Peer Writing Group - 2019 - Present

-Created a writing group with several other emerging Television Writers to read and give notes on each other's work.

WRITING & PRODUCING EXPERIENCE

Staff Editor/Writer

SB Nation: Raptors HQ | September 2021 - Present

- Editor and Writer for the SB Nation Toronto Raptors blog Raptors HQ.
- Going to Raptors games as credentialed media to cover games, cover live game action on social media and write player stories.
- Editing other writer's pieces, approving them, and helping to manage the content on the website.

Writer/Producer

The 4% Rising Newsletter | January 2022 - August 2022

- Writer for the CBC Sports partnered newsletter The 4% Rising, a guide to finding and watching women's sports online and on TV.
- Writing articles based on assignment, doing research, and turning in 2-4 articles per newsletter. Producing/releasing the content.
- Producing social media segments and content for the newsletter's Instagram, Tik Tok and twitter pages.

Producer/Writer

The Parleh Media Group | January 2022 - August 2022

- Producing segments/videos/podcasts, writing video scripts.
- Going out into the field to creatively produce segments.
- Meeting with other producers to strategize media plans, create content, organize schedules and delegate tasks.

Narrative Writer

Archer: Danger Phone | March 2021 - June 2021

- Writer for Archer: Danger Phone - the mobile game based on the animated television series *Archer*.
- Creating premises for stages of the game, writing outlines for episodes, writing scripts of the game episodes, receiving notes on those episodes and completing revisions.

Freelance Writer

Various Publications | 2021 - Present

- Writer featured on various websites, including CBC Comedy, Yahoo Sports Canada, musicmovieshoops.com, and more.
- Wrote the #2 and #8 most popular pieces of 2021 on the sports satire site *End of the Bench*.

TV/FILM PRODUCTION EXPERIENCE

Stunts Office Coordinator

Man From Toronto (Feature Film) | October 2020 - January 2021

- Office coordinator in the stunts department on a feature film.
- Duties included scheduling meetings for the department heads, communication with other departments, ordering and invoicing products needed for filming, note-taking during production meetings, and general organization and upkeep of the department

Office Production Assistant

American Gods Season 3 (Television Series) | July 2019 - October 2020

- Office Production Assistant for a big-budget television series.
- Duties included errands for the producers/production office, paperwork completion, set up/take down of production meetings, ordering of supplies, and general upkeep of the production office.

Social Media Producer

Comedy Coop (Comedy School) | September 2021 - June 2022

- Social Media Producer for a new comedy school based in Toronto and online providing specialized comedy classes and courses to women, women-identifying people and non-binary people.
- Creator of all social media content, as well as working with supervisors to explore ways to increase class participation and social media engagement.

EDUCATION BACKGROUND

Humber College

Television Writing and Producing Graduate Program - 2018 - 2019

Intensive program teaching the foundational skills of writing and production for television, content creation, and analysis of various forms of media.

University of Waterloo

Honours Bachelor Degree in English Rhetoric, Media and Professional Communication -2014 - 2018

Focused on a wide variety of writing and communication forms such as journalism, persuasive writing, speech giving/writing, literature analysis, grant writing, performance, artistic writing, brand writing, advertisement and digital writing.

****References available upon request***

Published online pieces
can be found at
[www.chelsealeite.com/
portfolio](http://www.chelsealeite.com/portfolio)