

PALLAS-AMENAH MORGAN

Development & Project Coordinator

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Organized and creative entertainment professional with 5+ years of experience in script coordination, production logistics, and cross-team collaboration. Skilled in streamlining workflows and supporting executives to deliver projects with impact.

WORK EXPERIENCE

PROGRAM DIRECTOR | [Black Girls WILL Get Love, Inc.](#) | New York / Los Angeles | Oct 2024 - Present

- Directing program strategy for a multimedia education initiative, increasing client engagement by 30% within 3 months.
- Managing 25+ educational programs yearly, coordinating 10-15 vendors and 5+ internal teams to deliver within budget.
- Leading pitch development and client proposals, securing new partnerships and expanding company reach.
- Developing written reports aligning educational standards with production deliverables, and overseeing program execution.

PROJECT COORDINATOR | [Independent Graphic Artist](#) | Los Angeles, CA | Jul 2024 - Present

- Providing comprehensive administrative and logistical support to the artist, including scheduling, travel, and invoice tracking.
- Coordinating panels with Fox, Amazon, TikTok, Disney, and nonprofits, acting as on-site support for events of 50-200.

LIONSGATE MEDIA | *Executive Assistant (Contract)* | Santa Monica, CA | Sep 2024

- Supporting two off-site senior executives, maintaining daily office operations across the Film & Motion Pictures division.
- Managing up to over 100 calls per day, screening and prioritizing communication for internal and external stakeholders.
- Managing high-volume email correspondence and calendar adjustments across production teams.

PARTICIPANT MEDIA | *Assistant to Manager of Global TV (Intern)* | Culver City, CA | Jun 2023 - Sep 2023

- Tracking 125 developing projects on our television slate and delivering coverage for up to 5 pilot scripts daily.
- Managing scheduling and correspondence for executives, creative reviews, and production tracking.
- Maintaining talent databases, pitch decks, creative development reports, and acting as writers' room support.

THE EUROPEAN INDEPENDENT FILM FESTIVAL | *Assistant to Festival Coordinator* | Paris, France | Oct 2021 - Jun 2022

- Producing written and video content for filmmaker interviews, articles, and festival promotions.
- Coordinating multi-day events and managing calendars, vendors, screenings, and Q&A sessions for audiences of 50-200.
- Enhancing festival visibility through bilingual communication and international media outreach.

BROADCASTER MEDIA | *Assistant to Head of Post-Production (Contract)* | Barcelona, Spain | Apr 2021 - Aug 2021

- Managing post-production workflows and maintaining organized digital asset libraries for tracking deliverables.
- Improving engagement and visibility by 43% by creating multimedia and written content for digital platforms.
- Managing delivery pipelines between producers and editors across European time zones to maintain project consistency.

EDUCATION

Master of Arts, Film Studies (Distinction) | *University of Kent, Paris School of Arts and Culture* | Aug 2021 - Nov 2022

Certificate, Screenwriting | *University of Southern California, School of Cinematic Arts* | Jan-Jun 2020

Bachelor of Fine Arts, Screenwriting (Magna Cum Laude) | *Ithaca College, School of Communications* | Aug 2016 - Dec 2019

KEY SKILLS AND TOOLS

Production/Coordination: Calendar Management, Travel Logistics, Expense Tracking, Cross-Functional Collaboration, Vendors

Creative Development: Script Coverage, Project Tracking, Production Coordination, Talent Relations, Story Development

Software: Final Draft, Adobe Creative Suite, Google Workspace, Microsoft Office, Slack, Teamwork, Asana, Airtable, Zoom

Cultural Competence: Experienced in cross-cultural collaboration across U.S., France, Spain, and U.K. production teams.