

# MIA ZUROVAC

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## EDUCATION

**Carnegie Mellon University, School of Drama**

2018 – 2022

BFA Stage & Production Management and Film Production

## WORK EXPERIENCE

**Content & Social Media Manager, Pain D'Avignon**

March 2024– Present

New York City

Created and curated compelling content, including graphics, photos, and videos, to showcase the brand's offerings and promote special events • Collaborated with cross-functional teams, including marketing and operations, to ensure alignment on a cohesive brand experience.

**Assistant to Executive Producer, Live! with Kelly and Mark**

October 2023 – March 2024

New York City

Managed work and personal schedules as the primary point of contact and assisted with daily show operations • Assisted in research and preparation for upcoming segments, ensuring organized and readily available production materials • Provided administrative support, managing calendars, scheduling meetings, completing expenses and coordinating travel • Liaised between departments to enhance communication and collaboration among producers • Trained new interns on task preparation and production flow • Participated in skits and sketches.

**Talent Assistant, MTV Video and Music Awards**

August 2023

New York City

Supported talent during rehearsals and awards ceremony, coordinating schedules and addressing on-site needs and personal requests • Assisted with logistics and communication to ensure timely arrivals and departures of talent.

**Jury Liaison, Tribeca Film Festival**

June 2023

New York City

Acted as the primary point of contact for five jury members under the U.S Narrative category, managing their daily schedules, screenings, meetings, appearances and materials to support their judging process • Provided on-site support during the festival, addressing any inquiries or issues • upheld a constant flow of communication with the jurors' personal assistants, publicists, festival press and fellow festival coordinators/liaisons.

**Office Production Assistant, Only Murders In The Building**

February, April 2023

New York City

Provided administrative support to the production team, managed schedules, and assisted with daily operations • Coordinated logistics for script revisions and organized production materials to ensure efficient workflow • Ordered staff and production lunch.

**Talent Assistant, Tony Awards**

June 2017, 2018, 2019, 2022, 2024

New York City

Assisted in talent flow during rehearsals and live show • Managed individual talent schedules, show documents and transportation • Worked with Talent Stage Managers and fellow Talent Assistants to maintain constant communication and smooth talent escorting throughout the live show

## INDEPENDENT WORK

**Creator, Writer, Director of 'SCHEJ'**

September 2020– May 2022

Independent Project, accepted to TO WebFest & Miami WebFest

Winner of Best Mini Web Series in Miami Webfest 2022

## SKILLS

- Production Management: Scheduling, Budgeting, Communication
- Technical Skills: Final Cut Pro, Premiere, Photoshop, Illustrator, AutoCAD, LightWright, Excel
- Creative Skills: Screenwriting, Storyboarding, Hand Drafting, Video Editing
- Craftsmanship: Hand & Machine Sewing, Trained Acting Background
- Languages: Fluent in Serbian, Conversational Spanish, Basic Arabic
- Relevant Coursework: Directing for TV & Film, Film Production, Graduate Screenwriting