

EDUARDO BORJA

New York, NY | <https://www.linkedin.com/in/eduardo-borja/>

EDUCATION

New York University, Tisch School of the Arts, New York, NY Sept. 2019 – May 2023
Bachelor of Fine Arts, Drama
GPA: 3.91 | Dean's list- 2019-2023
Courses include: Acting, Playwriting, Directing, Episodic Writing, Screenwriting,
Costume and Scenic Design

EXPERIENCE

Office Production Assistant, Sesame Street, Sesame Workshop, New York, NY Jan. 2024 – Apr. 2024

- Coordinated travel, rental agreements, and purchases as needed for production
- Handled administrative duties for and liaised between Producers and Executives
- Organized office events and oversaw their marketing, planning, and finances

General Production Assistant, Saturday Night Live, NBC Universal, New York, NY Oct. 2023 – Dec. 2023

- Streamlined production by filling in gaps and staying attentive to production needs
- Trained new PAs and interns

General Production Intern, Saturday Night Live, NBC Universal, New York, NY Jan. 2023 – May 2023

- Collaborated with teammates to complete group tasks and creatively solve problems
- Communicated between teammates and supervisors to maintain office operations

Coverage Intern, 3pas Studios, Los Angeles, CA June 2022 – Aug. 2022

- Wrote coverage using Microsoft Word for feature films, comedy pilots, and drama pilots, detailing script summaries and giving commentary
- Provided script recommendations based on market research and pop culture knowledge

Mentor & Junior Manager, Chick-fil-A, Dallas, TX Apr. 2016 – Jan. 2020

- Provided top-notch customer service in a fast-paced environment
- Trained new team members and delegated responsibilities

SKILLS

PC and Mac proficient: CasetCard, G-Suite, Final Draft, Microsoft Office, Zoom
Social Media: Instagram, TikTok, Twitter
Fluent in English and Spanish
Beginner French

INTERESTS

Film & Television Production
Screen & Television Writing
Human Resources
Entertainment Business
Global Connections