

# ANNA HANISCH

918-978-8890 • [akhanisch@gmail.com](mailto:akhanisch@gmail.com)

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## WORK

**Little Light House** - Tulsa, OK

**Feb 2024 - Present**

*Creative Assistant*

- Write press releases, ghost write letters from Executive Director, and proof all written materials for creative team.
- Use Adobe Creative Suite to aid in creation of all external and internal facing print and digital media.
- Create and post social media content on company accounts for Instagram, Facebook, YouTube, and LinkedIn.

**NBCUniversal** – Universal City, CA

**June - July 2023**

*Universal Television Drama Development Coordinator – Temp*

- Managed calendars and covered phones for an SVP and VP of Development.
- Maintained Airtable database of submissions and assignments for potential creative acquisitions for 7 executives.

**Warner Brothers** – Burbank, CA

*Additional Office Production Assistant*

- **Barbie Additional Photography**
- **Joker: Folie à Deux**

**April 2023**

**January 2023**

- Picked up lunch, answered phones, and restocked kitchen for a production office of 17 people.
- Drove 150+ miles/week on office runs including errands for producers and cast.
- Prepared sides daily for delivery to cast and crew.

**NBCUniversal** – New York, NY

**June 2021 - Dec 2022**

*East Coast Page*

- **Late Night Programming & Comedy Specials – Assignment 4**
  - Managed an EVP's calendar and reservations, covered phones, and completed various runs as needed.
  - Summarized "Late Night with Seth Meyers" and "The Tonight Show Starring Jimmy Fallon" livestreams daily, with detailed notes sent to executives across NBCUniversal.
  - Compiled and distributed daily summaries, weekly roundups, and monthly social media analyses about competing late night programs.
- **Peacock Creative Operations – Originals – Assignment 3**
  - Audited weekly rollout documents and updated show information in Airtable for 175+ original shows.
  - Coordinated the development of temporary key art and logos for internal marketing presentations to help keep design team on track and deliver final product to requestors.
  - Uploaded and organized production documents such as scripts, production calendars, and crew lists to SharePoint.
- **Corporate Communications/Corporate Communications Production – Assignment 2**
  - Collected press clips for six daily distribution lists sent to over 300 employees/executives.
  - Monitored sound levels, wrote and held cue cards, and assisted with set up and tear down for production of "Rapid Fire" interview of Johnny Weir and Tara Lipinski.
  - Edited "Team Up" presentations for NBCUNow and "Rapid Fire" videos for @nbcuniversal Instagram account (21.5K followers) using Adobe Premiere.
- **Talent Acquisition Employer Branding & Operations – Assignment 1**
  - Created graphics, gifs and copy for @workatnbcu Instagram account (13.8K followers).
  - Evaluated and revamped onboarding website and training materials in Lessonly and SharePoint.
  - Attended Employee Resource Group events to create content to promote on social media.

**NBC Entertainment** – Universal City, CA/Remote

**Summer & Fall 2020**

*Communications & Publicity Intern*

- Compiled press roundups of network-related news and weekly clip reports for "America's Got Talent."
- Tracked scripted and unscripted talent's social media activity daily for talent relations team.
- Organized and updated Diversity & Inclusion press contact lists.

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## EDUCATION

Oklahoma State University – Class of 2021 – B.A. in Strategic Communications. *Summa Cum Laude*.

Minors in American Sign Language & Psychology.

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## SKILLS

Microsoft: SharePoint, Outlook, Office Suite • Adobe: Illustrator, PhotoShop, InDesign, Premiere, Audition, Acrobat Final Draft • Airtable • Frame.io • Muck Rack • DocuSign • Creative Writing • WordPress • Conversational in ASL