

Noah Bender

bigtimebender@gmail.com | 650-759-0011

EDUCATION

Emerson College | Boston, MA September 2016 - May 2020

- *Bachelor of Fine Arts in Comedic Arts (Comedy Writing, Production & Performance)*
 - *Honors Program | Dean's List | GPA 3.7*
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EXPERIENCE

TELEVISION CITY/RADFORD STUDIOS | West Hollywood, CA July 2021 - August 2022

Studio Page

- Assisted productions in the processing of audience members and VIP guests for studio TV tapings.
- Supervised fellow pages when taking on Head Page role, communicating efficiently with guests, crew, and security.
- Acted as first point of contact as Operator in Radford Studio call center, receiving and transferring incoming phone calls for every office, production, and department on the lot.

CONAN | Burbank, CA

January - April 2020

Research Intern

- Conducted research on upcoming talk show guests that included reviewing articles, podcasts, press junkets, panels, and other video platforms.
- Outlined and provided notes on relevant stories, anecdotes, and topics of interest to be referenced in guests' pre-interview with the senior producer.
- Reviewed past appearances of upcoming guests and provided topics/questions already covered, to avoid repeated material.

MAD CHANCE PRODUCTIONS | Burbank, CA

January - April 2020

Development Intern

- Managed rolling calls, expense reports, and office supply inventory for two executives, one producer.
- Researched and tracked talent representation, schedules, and availability for upcoming projects.
- Provided script coverage on incoming screenplays, pilots, novels, and memoirs.

JAX MEDIA | Hollywood, CA

May - August 2019

Development Intern

- Provided script coverage on incoming comedy and drama television pilots.
 - Managed expense reports, receipt management, and office supply inventory for the production office and three resident TV productions (heavy usage of Excel).
 - Backup for front desk receptionist.
 - Other general administrative duties (e.g. copying, filing, prepping writers rooms, coffee runs, etc.)
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EXTRACURRICULARS

WECB College Radio | Boston, MA

January 2019 - September 2021

Radio Host/Audio Producer of "Two Dummies"

- Edited/mixed audio, booked guests, managed online distribution of [weekly podcast](#) (79 episodes)

EIV (Emerson Independent Video) | Boston, MA

September 2018 - December 2019

Staff Writer & Performer (The Dish, The Box Score)

- Performed on-camera and wrote monologue/sketch for student-run pop culture & sports studio shows
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SKILLS

Calendar Management, Research and Analysis, Script Coverage, Phone Etiquette, Expense Reports, Podcast Production

Software: Google Suite, Microsoft Office Suite, Final Cut Pro, Logic Pro