

MaryLynn Suchan

Production

CONTACT

marylynn.suchan@gmail.com



marylynn-suchan



EDUCATION

JOURNALISM & MEDIA STUDIES (BA)

THEATRE (BA)

German (Minor)

Rutgers University, New Jersey

SKILLS

Self-Motivated

Thrives Under Pressure

Interpersonal Communication

Team Management

Works as a Team Player & Independently

Writing Skills

Strong Creative Vision

Organized

Passionate

Adaptable

Spreadsheet Wizard

PROFILE

MaryLynn is an aspiring Showrunner who writes and produces content, including the award-winning web series "Tri-State." MaryLynn produced Catalyst Content Festival (formerly ITVFest) and ran the first ever TV Marketplace that consisted of over 550 meetings in three days.

PROFESSIONAL EXPERIENCE

SHOWRUNNERS' ASSISTANT

Andy Black / Sentient (Netflix) / July 2019-Dec 2019

- Set up and break down offices: furniture, phones, laptops, parking passes, ID's...
- Calendar management with reminders of daily meetings and events
- Gatekeeper and liaison between external vendors, the production company and network
- Research and connect with knowledgeable sources
- Office administration: ordering crafty, water supply, office supplies, go-to point of contact for Sunset Bronson Studios management and operations, and printing scripts and treatments for review and discussion
- Tracking budget between lunch, crafty and water
- Managing invoices for parking passes
- Prep all parking passes for visitors with detailed parking information and a map
- Fill-in for the writers' assistant
- Lunch orders and delivery

FESTIVAL PRODUCER / PROGRAMMER

Catalyst Content Festival, Duluth, MN / Jan 2017-Oct 2019

- Produced the TV Marketplace which consisted of over 550 meetings in 2 days
- Produced 80-100 Network Notes meetings in one to 2 days
- Programmed Festival
- Produced VIP Events and Gala Awards

PRODUCER

- The Big Heat (Short Film-PGA Competition) / 2018
- The Epilogue of Gregory Archambault (Short Film) / 2018
- Tri-State (Web Series) / 2014

CO-PRODUCER

- Evie (Short Film) / 2018

ASSOCIATE PRODUCER

- For You (Internet Series) / 2018

UPM

- Pepper: Ricochet (Pilot) / 2019
- YFL Kelvin, "Bands on Bands" (Music Video) / 2019
- SixUp (Commercial) / 2019

PRODUCTION COORDINATOR

- Heirlooms (Feature) / 2019