

Cell: (301)-873-8783  
Email: plpgma@gmail.com  
Location: Burbank, CA

**Matthew Acuña**  
Apprentice Writer

Portfolio: [www.mattacuna.com](http://www.mattacuna.com)

## PROFESSIONAL EXPERIENCE

### **Wild Canary Animation**

*Script Coordinator*  
*Apprentice Writer*

June 2022 – October 2023  
October 2023 – Current

- Wrote premise, outline, and multiple script drafts for multiple episodes, updating based on notes from story editors, the showrunner, and studio executives.
- Proofed and read through writing materials (outlines, premises, scripts) before sending to executives and partner studios.
- Attended record sessions and performed circle takes, as well as kept track of any inconsistencies with the script.
- Pitched material in the writers room and attended story break sessions to assist in developing episodes.
- Archived notes, designs and created dictionaries for series terms that were readily available to the writing team.
- Bridged the gap between the Production team and Writing team, assisting in any tasks that overlapped between the two.
- Prepared the showrunner's calendar and set up meetings for the writing team with executives.

### **Bento Box Entertainment** (Burbank, CA)

*Digital Production Assistant*  
*Digital Production Coordinator*

February 2020 – June 2021

June 2021 – May 2022

- Worked extensively in Storyboard Pro in order to export materials for shipments, create specific camera angles and conform boards for animatic reviews.
- Fixed audio for overseas and in-house retakes through Harmony Premium.
- Consistently organized assets and updated sequences in Shotgun.
- Archived previous seasons, episodes and assets for preservation.
- Spliced together footage to create animatics for reviews.
- Prepared assets and materials for shipment to our overseas studio, as well as prepared them for internal use.

### **Fullscreen Inc.** (Los Angeles, CA)

*Freelance Writer*

March 2017 - Current

- Pitched, researched and wrote scripts for YouTube videos on animation, video games and lost media.
  - Generated 37,198,000+ views for the channel 'blameitonjorge'.
- Provided guidance and insight to content creators regarding production on future projects.
- Assisted in live streams focusing on viewer interaction, content discussion and Q&A.

### **Frederator Networks Inc.** (New York City, NY)

*Freelance Writer*

July 2019 – July 2020

- Pitched, researched and wrote scripts for YouTube videos on animation, video games and anime.
  - Generated 1,500,000+ views for the channels 'Channel Frederator' and 'Get In The Robot'.

### **Glow in the Dark Concept Studio** (Burbank, CA)

*Production Intern*

February 2019 – May 2019

- Researched topics and compiled notes for current and future animated productions.
- Oversaw the creation of a social media campaign focusing on advice for upcoming writers.
  - Collaborated with an in-house artist to add visuals to each post.
- Wrote and scheduled posts for Twitter and Instagram via Postify.
- Assisted management in project workflow and management, providing timely status updates on given tasks.

### **Chrome Entertainment** (Los Angeles, CA)

*Development Intern*

May 2016 – August 2016

- Read numerous screenplays sent in and wrote coverage reports detailing the content and quality of each script.
- Relayed messages directly from the CEO to clients via Outlook.
- Provided development notes and opinions when asked regarding the studios upcoming films in production.
- Performed administrative tasks, such as answering phone calls, photocopying materials and organizing files.

## ADDITIONAL TECHNICAL SKILLS

**Proficient** with Final Draft, Storyboard Pro, Harmony, Shotgun, Adobe Creative Suite, Adobe Premiere, Final Cut, Gmail, Google Docs, Google Sheets Microsoft Office (Word, Excel, and PowerPoint) and Celtx.

**Skills** include Outlining, Record Prep, Line Tracking, Design Breakdown, Circle Takes, Script Proofing

## ACCOLADES

**The Garden Age** – *Quarterfinalist in The Script Lab Free Screenplay Contest (2021)*

## EDUCATION AND HONORS

**Messiah College** (Mechanicsburg, PA)

- BA in Communications (Film & Media Arts), Focus in Screenwriting