

# DANE STYLER

Production Coordinator, Writer, Editor

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3933 ½ Louisiana Street  
San Diego, CA 92104

## MY PROFILE

A professional writer with project management, editorial, and assistance experience in both the corporate and creative realms.

Educated in mythological narrative structures and familiar with various script formats and animation production.

Seeking project coordination and story development experience in the entertainment industry.

## EDUCATION

2010 - 2013

**M.A. Mythological Studies  
with an emphasis in Depth  
Psychology**

Pacifica Graduate Institute – Santa Barbara, CA

2006 - 2010

**B.A. English Literature**

George Mason University – Fairfax, VA

## SKILLS

SCRIPT WRITING

COPYEDITING

CONTENT CREATION

SOCIAL MEDIA

PUBLIC SPEAKING

COMMUNICATION

PROBLEM SOLVING

ORGANIZATION

PERSONEL MANAGEMENT

PLANNING

TIME MANAGEMENT

DELEGATING

## PROFESSIONAL EXPERIENCE

### WRITER AND EDITOR

JAN 2016 - CURRENT

Freelance

- Screenwriter for the award-winning film *In the Life of Music*, a semi-final selection for the 92nd Academy Awards for Best International Feature Film.
- Wrote on the animated show *Power Players* for Man of Action Entertainment (creators of *Ben 10*, *Big Hero 6*, *Ultimate Spider-Man*).
- Write and publish an anthology comic book series on ComiXology.

### SOCIAL MEDIA MANAGER

JUN 2020 - CURRENT

Freelance

- Edit, schedule, post, and manage content on Instagram and Facebook.
- Write, edit, and publish newsletters for local San Diego small businesses.

### COMMUNICATIONS MANAGER AND COPYWRITER

Oaksterdam University – Oakland, CA

JUN 2019 - MAR 2020

- Wrote and edited content for website, curriculum, newsletter, brochures, press releases, articles, social media accounts, and executive-level ghostwriting.
- Managed the website newsroom and edited content from contributing writers.
- Monitored and managed the company's social media and online presence, and implemented social media marketing strategies.
- Served as the public and media relations representative. Collaborated with numerous departments, including executive-level.
- Developed a style guide to ensure consistency of brand identity.

### COMMUNICATIONS COPYWRITER

FEB 2018 - SEP 2018

MedMen – Los Angeles, CA

- Chief copywriter charged with corporate communications for website, internal, and external publications targeting media, consumers, and investors.
- Involved in crafting a writing style and professional yet engaging tone.
- Reported directly to the Communications Director.
- Maintained the corporate communications google drive database.

## PROFICIENCIES

- ADOBE PHOTOSHOP
- ADOBE INDESIGN
- FINAL DRAFT
- APPLE OS
- WINDOWS OS
- MICROSOFT OFFICE
- WORDPRESS CMS
- INTERMEDIATE SPANISH

## INTERESTS

- GENRE LITERATURE
- MIXED MARTIAL ARTS
- MYTHOLOGY, HISTORY
- PSYCHOLOGY
- FILM & TELEVISION
- CLASSICAL MUSIC

### CONTENT WRITER AND EDITOR

AUG 2017 - FEB 2018

The Social Edge – New York, NY

- Wrote daily news digests, weekly science digests, and feature articles
- Edited and managed web content in WordPress CMS backend.
- Reviewed content for SEO compliance.

### EXECUTIVE ASSISTANT

JAN 2013 - DEC 2016

Joseph P. Reardon Funeral Home – Ventura, CA

- Personal assistant to the funeral director and general administrative office manager. Attentive and hospitable to visitors.
- Managed and coordinated daily office operations, supervised staff, and significantly improved business efficiency.
- Managed calendars, answered phone calls, and scheduled appointments.
- Coordinated with medical and government agencies to create and handle legal documents.

### SENIOR EDITOR

JUN 2011 - JUL 2013

Between, Pacifica Graduate Institute – Santa Barbara, CA

- Oversaw production of the school's literary journal.
- Maintained a budget, tracked billing, and doubled the print order in two years.
- Supervised editorial staff, solicited and collaborated with creators, edited contributed content for grammar and spelling, and maintained editorial calendar.
- Designed the publication's layout.

### PRODUCTION ASSISTANT

AUG 2008 - NOV 2011

Theater of the First Amendment, George Mason University – Fairfax, VA

- Served in numerous capacities for a professional theater production company, at times fulfilling the roles of stage manager and assistant director for productions.
- Performed office clerical duties, coordinated travel and personnel logistics, and managed technical and individual needs.
- Comfortable with speaking in front of both intimate and large audiences.

## REFERENCES

### STEVEN SEAGLE

Man of Action Entertainment

📞 626-644-7571

✉️ [steve@manofaction.tv](mailto:steve@manofaction.tv)

🏠 Pasadena, CA

### MELISSA TIERRA

San Diego Piano Academy

📞 254-733-7767

✉️ [elicider@gmail.com](mailto:elicider@gmail.com)

🏠 San Diego, CA