
ELENA MIERS

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PROFESSIONAL SUMMARY

Driven and detail-oriented media and entertainment professional with a strong foundation in unscripted production, creative development, and live event logistics. Experienced in supporting A-list talent, coordinating production workflows, and building creative materials for top networks including HBO, Apple TV+, and Prime Video. Recognized for blending storytelling vision with strong administrative and technical execution. Passionate about contributing to Disney's legacy of storytelling, creativity, and cultural impact.

CORE COMPETENCIES

- Unscripted & Documentary Creative Development
 - Pre & Post-Production Coordination & Research
 - Creative Pitch Deck & Asset Development
 - Live Event & Talent Logistics
 - Brand Partnerships & Audience Engagement
 - Media Relations & Press Coordination
 - Storytelling & Visual Development
 - Cross-Functional Team Collaboration
 - DEI & Inclusive Communication Initiatives
 - Project Scheduling & Workflow Management
 - Data Tracking & Competitive Research
 - Adobe Premiere Pro & Photoshop
 - Muck Rack, Mailchimp, Trello & Slack
 - Canva, Microsoft Office & Social Media Platforms
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WORK EXPERIENCE

Unscripted and Alternative Entertainment Intern

01/2026 to Current

The Walt Disney Company

Burbank, CA

- Temp Assistant to Scott Igoe, Vice President of Alternative Series & Specials
 - Oversaw executive communications, including inbox flow, scheduling, and phone coverage
- Supported ABC Network and Hulu reality programming teams across Alternative Series, Late Night, and Specials, contributing to a slate including *Dancing with the Stars*, *American Idol*, *The Bachelorette*, *Shark Tank*, *Jimmy Kimmel Live*, *The Oscars* and Hulu originals including *The Kardashians*, *The Secret Lives of Mormon Wives*, and *Vanderpump Villa*
- Screened cuts of series in production prior to air/release and provided organized notes for internal reference
- Reviewed and analyzed pitch materials, internal projects, and competitive unscripted IP to support development tracking and creative assessment
- Worked cross-functionally with Production, Post, Marketing, PR, Legal, Business Affairs, Finance, and Data teams, contributing to development pipelines and departmental operations

Production Intern

09/2025 to 12/2025

The Kennedy/Marshall Company

Santa Monica, CA

- Support creative development of documentaries by transcribing interviews, managing archival research, and building visual reference decks to guide editorial direction.
- Assist in packaging creative pitches for HBO, Apple TV+, and Prime Video, ensuring accuracy and visual cohesion.
- Source and organize video clips to refine story flow and production pacing.
- Coordinate project documentation and updates across production and development teams.
- Conduct background research to inform storytelling strategy and project positioning on multi-million-dollar production projects.

Executive Assistant

09/2025 to 12/2025

Queens Entertainment Group

Los Angeles, CA

- Support CEO with A-list talent bookings, partnership outreach, and campaign development for entertainment initiatives.
- Conduct industry and partnership research to identify new collaborations and brand opportunities.
- Manage inboxes, calendars, and production deliverables while maintaining confidentiality.
- Prepare creative decks and proposals for client presentations.
- Maintain a centralized contact database for talent, executives, and brand partners.

***Production Department — CMA Fest
Country Music Association***

***2023 • 2024 • 2025
Nashville, TN***

- Coordinated backstage flow, on-site artist logistics, and scheduling across four-day stadium-level live events.
- Supported sound checks, transitions, and production calls to ensure smooth event execution.
- Collaborated with artists, management teams, and production staff to maintain clear communication under pressure.
- Monitored transportation routes and VIP access to maintain on-time performance readiness.
- Strengthened relationships with artists, executives, and vendors through professionalism and adaptability.

Public Relations Intern

06/2023 to 08/2023

Big Machine Label Group

Nashville, TN

- Drafted press releases, campaign recaps, and milestone updates to promote artist visibility and engagement.
- Compiled and updated media lists to support targeted press outreach and coverage analysis.
- Monitored press coverage using Muck Rack and Google Alerts to track media impact.
- Collaborated with publicists and creative teams on storytelling and artist publicity strategies.
- Assisted in the execution of PR campaigns and music launches within a fast-paced media environment.

Communications & Entertainment Fellowship (DEI Focus)

04/2023 to 08/2023

Country Music Association

Nashville, TN

- Advanced inclusive storytelling and DEI-focused communications within festival and artist engagement programs.
- Supported artist communications and press logistics for performances at Nissan Stadium during CMA Fest.
- Conducted audience engagement research to identify outreach opportunities across diverse communities.
- Assisted in developing content that aligned with CMA's inclusive branding and representation initiatives.
- Participated in leadership mentorship programs emphasizing communication, publicity, and media management.

EDUCATION

Music Business & Creative Entertainment

Nordic Region

Summer 2024

Study Abroad

B.S In Media & Entertainment Industries

Expected Graduation : May 2026

Minor in Social Media Management & Public Relations

Belmont University

Nashville, TN

STUDENT LEADERSHIP & ORGANIZATIONS

- CMA EDU
- Grammy U
- Belmont Service Corps
- Belmont Office of Leadership Development

AWARDS

- **1st Place** – 2022 Music Video, Midwest Media Educators Association
- **Three-Time Finalist** – Crystal Pillar Award, National Academy of Arts and Sciences
- **Five-Time Finalist** – Midwest Media Educators Association

LIVE EVENT EXPERIENCE

- 67th Annual GRAMMY Awards — Red Carpet Talent & Media Coordination
- 2025 CMA Awards — Talent Assistant
- 2025 SESAC Awards — Production Support
- 2025 Opry 100: A Live Celebration — Talent Wrangler
- 2025 Clive Davis Pre-GRAMMY Gala — Talent Wrangler
- 2024 PEOPLE's Choice Christmas Show — Talent Production Support
- 2024 CMA Awards — Red Carpet Logistics
- 2024 Tin Pan South — Festival Staff
- 2024 Dove Awards — Red Carpet Logistics
- 2024 ACM Honors — Venue Operations Assistance
- 2023 CMT Awards — Talent Wrangler