

Lilah Hart

Los Angeles, CA, 90036 • lilahph97@gmail.com • (773)551-6360

Education

Santa Monica College; Film Production, 2027

Relevant Coursework: Television Field Production, Stagecraft, Storytelling Across Media, Photography, Scriptwriting, Film Studies, Film Genres, Mass Media Communication, English, Acting

- *Campus Production Assistant:* Support photography and video shoots covering on-campus athletic games, events, and other campus activities.

Parsons Paris; Fashion/Costume Design, Summer 2024

Study abroad coursework focused on visual concept development, visual research, styling, and design execution.

Experience

Azzi+Co

New York, NY

Public Relations Intern

Jan 2026 – May 2026

- Coordinated outreach, VIP logistics, and agency tracking for 400+ high-profile talent and influencer figures across luxury fashion and media campaigns.
- Assisted with live event production, red carpet logistics, media check-ins, and visual treatment execution.
- Tracked sample logistics and client placements, contributing to campaign reporting that generated over 176M impressions and \$8.9M in EMV.
- Created media lists, visual research decks, and mood boards in a fast-paced agency setting.

Private Client - Musician

Los Angeles, CA

Personal Assistant

Present

- Coordinate scheduling, travel, appointments, and time-sensitive logistics while managing rapidly shifting priorities.
- Liaise with managers, agents, production teams, vendors, and entertainment industry contacts on project logistics and professional correspondence.
- Manage media deliverables, invoices, payments, research, and confidential communications while independently tracking deadlines and follow-ups.

The Pasta Bowl

Chicago, IL

Host/Expeditor/Food Prep

Dec 2024 – July 2025

- Processed 250+ orders per shift in a high-volume environment while managing real-time team communication and customer workflow under peak pressure.
- Executed fast-paced operational logistics, inventory restocking, and floor coordination.

Skills & Interests

Production & Operations: Production Coordination, Production Logistics, Scheduling, Travel Coordination, Vendor Coordination, Set Workflows, Live Event Production, Talent & Artist Relations, Stagecraft & Set Building

Creative Direction and Visuals: Creative Direction, Mood Boards & Treatment Decks, Storyboarding, Visual Research, Concept Development, 35mm & Digital Photography, Styling

Software and Technical Tools: Adobe Creative Cloud (Photoshop, Lightroom), Google, Microsoft Office Suite, Social Media Analytics, POS Systems