MAYA OKONKWO

Writer's Assistant

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SUMMARY

Highly organized writer's assistant with 3 years supporting WGA writers rooms at Netflix Originals and Apple TV+. Known for meticulous beat-board management and ability to anticipate showrunner needs before asked. Invited to pitch at 2 open pitch sessions; 1 story idea incorporated into a produced episode. Spec pilot accepted to WGA Foundation library 2024.

EXPERIENCE

Writer's Assistant

Netflix Originals / Shondaland · Jan 2023 - Present · Los Angeles, CA

Room assistant on a Netflix drama series from Shondaland.

- Managed all writers room operations for a 10-episode Netflix drama series — maintained beat boards, distributed 120+ script revisions, and tracked all continuity notes
- Invited to pitch in open room sessions; contributed subplot idea adopted verbatim into Episode 6 production draft by showrunner
- Drafted 3 table-read scene polishes at showrunner request; all accepted without revision and included in production draft

Writer's Assistant

Apple TV+ / Anonymous Content · Jul 2021 - Dec 2022 · Culver City, CA

Room assistant on an Apple TV+ thriller miniseries.

- Supported 8-writer room across all 6 episodes of an Apple TV+ limited thriller; zero scheduling or distribution errors over 18-month production
- Compiled and organized 400+ pages of research materials for a historically grounded storyline; director referenced materials directly on set
- Spec pilot submitted to and accepted by the WGA Foundation library in 2024

EDUCATION

Bachelor of Arts

UCLA · Sep 2017 - May 2021 · Los Angeles, CA

Creative Writing (Screenwriting Track) · GPA: 3.9

SKILLS

Final Draft

Beat Board Management

Script Continuity Tracking

Writers Room Operations

Script Coverage

Scenechronize

Story Pitching

Research & Fact-Checking