

# Max Schwartz

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## EDUCATION

University of Southern California, B.A., Broadcast and Digital Journalism and Political Science, May 2016

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## WORK EXPERIENCE

- Sales and Marketing Director, Two Barking Dogs August 2016 – Present
- Sell books to bookstores, which have sold out of *Finding Thurston*.
  - Helped get *Finding Thurston* into school curriculum.
  - Wholesale and retail sales, distribution and marketing.
  - Organize events at bookstores and schools.
- Compliance Analyst, Rock-It Cargo USA LLC January 2018 – May 2020
- Responsible for vendor onboarding and for monitoring vendor insurance and regulatory compliance.
  - Optimized and advanced insurance compliance processes.
  - Worked on all parts of corporate insurance renewal, including during acquisition.
  - Managed internal claims processes and internal insurance arrangement processes.
  - Wrote certain vendor contracts, portions of Compliance Manual and entire COVID-19 SOP.
- Laid off as a direct result of COVID-19.*
- Trip Support Specialist, Clay Lacy Aviation July 2017 – January 2018
- Confirmed airworthiness of aircraft and flight crews prior to departure.
  - Scheduled and dispatch aircraft, flight crews and fuel orders.
  - Made sure we had up-to-date certificates of insurance for our vendors.
- Staff Associate, USC Unruh Institute of Politics February 2017 – July 2017
- Assistant and scheduler to Director Robert Shrum.
  - Contributed to Director Shrum's special projects.
  - Worked on administrative tasks for other institute staff.
- Sales Administration Intern For National Sales Director, Midatech Pharma US Inc. June 2016 – August 2016
- Targeted and profiled key national accounts for sales representatives.
  - Assisted with planning national sales meeting.
  - Worked with specialty pharmacies to ensure prompt product delivery.
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## JOURNALISM EXPERIENCE

- Political Director and News Editor, USC Annenberg Media August 2012 – May 2016
- On location coverage of primary debates and caucuses in Nevada and Washington State.
  - Produce, lead and anchor election coverage of national and city elections.
  - Pitch, assign and edit digital news [articles](#).
  - Write and edit political scripts in live newscast.
- Civic Center Bureau Chief, Annenberg Media Center
- Organized and executed coverage of local government, such as the City Council and the County Board of Supervisors.
  - Managed, edited and published work of 11 reporters.
  - Types of stories included meeting, issue and election coverage and [investigations](#).
- Producer and Host, The Hot Seat
- Schedule and interview politicians, candidates and experts, including the Assembly Majority Leader and Speaker Designate.
  - Write questions that hold elected representatives accountable for decisions, votes and policy positions.
- Producer, Multimedia Journalist, Assignment Editor, Director, Assistant Director and Graphic Artist, Annenberg TV News
- Produced and anchored political segment on news magazine show.
  - Wrote and edited scripts for live show; shot interviews and b-roll.
  - Edited video for local, national, international and USC stories in live show.
  - Co-produced and co-hosted 2014 and 2015 Live Election Night Coverage.
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## HONORS AND AWARDS

- Annenberg Dean's List Spring 2013, Spring 2014, Spring 2015, Fall 2015, Spring 2016
- Outstanding Broadcast and Digital Journalism Student, Class of 2016
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## MEMBERSHIPS

- RIMS April 2020 – Present
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## SKILLS

Commercial Lines Insurance, Transit & Cargo Insurance, Contracts, RMIS, WebCE, TRIP Certification in Progress, COVID-19 Regulations, COVID-19 Risk Mitigation Measures, Communication, Collaboration, Licensed Amateur Radio Operator.