

SHAYLA THARP

shaylamtharp@gmail.com

shaylatharp.com / <https://www.linkedin.com/in/shayla-tharp/>

WORK EXPERIENCE

Personal Assistant to Kristen Johnston

Jan 2013 - Present
Los Angeles

- Provide high-level personal and professional support to celebrity talent, schedule management, and daily task coordination.
- Recently wrapped LEANNE at Warner Brothers, where I helped assist with running lines, on-set assistance, communicating between production, writers, producers, etc.
- Manage travel logistics and detailed itineraries; serve as liaison with agents, managers, glam teams, and PR teams.
- Oversee household needs including organization, errands, and caring for four dogs
- Ensure smooth execution of interviews and appearances; maintain confidentiality, adapt quickly to changing demands, and multitask in high-pressure environments
- Running social media accounts, mainly Instagram and Threads.

Production Assistant - Expedition Files (Discovery Channel)

October 2025
Los Angeles

- Assisted cast and crew during a promotional photoshoot, ensuring the production ran smoothly by managing on-set needs and logistics.
- Handled production errands and runs for crew, maintaining efficiency and timely support throughout the shoot.

Production Assistant - 90 Day Fiance (Warner Bros)

August 2025
Los Angeles

- Assisted cast and crew during a promotional photoshoot, ensuring the production ran smoothly by managing on-set needs and logistics.
- Supported wardrobe department with steaming, organizing, and selecting outfits to prepare talent for camera-ready looks.
- Handled production errands and runs for crew, maintaining efficiency and timely support throughout the shoot.

Assistant to Bill Wrubel and Jennifer Crittenden

March -April 2025
Los Angeles

- Provided day-to-day personal assistance with a focus on household management, schedules, organization, and task prioritization.
- Oversaw care for multiple dogs, including feeding and exercise
- Handled errands, deliveries, inventory, and tasks with discretion, reliability, and attention to detail.

Talent Agent Assistant - The Narrow Road Co.

Feb 2022-Feb 2023
London

- Supported agents James Ireson, Dan Ireson and Chloe Oxbury by managing phones, emails, calendars, and coordinating appointments for a busy roster of acting clients
- Handled all self tape submissions, reviewing performances and submitting directly to casting directors
- Managed agency social media, creating content to showcase client work, using Instagram, the company website, and Twitter.
- Coordinated press nights and networking events; ensured smooth communication across agents, clients, and productions

COVID Production Assistant - Invasion Season 2 (Apple TV)

2021-2022
London

- Ensured strict health and safety protocols on set, serving as the primary point of contact for all cast and crew check-ins, Monitored compliance with COVID guidelines,
 - Maintained and updated an online tracking system for daily health screenings, test results, and contact tracing
-

EDUCATION

University of Essex, M.F.A In Theatre

Sep 2019 - July 2021

- Advanced training in theatre performance, voice technique, and character development
- Proficient in IPA chart usage for dialect coaching, specializing in Received Pronunciation (RP)

California State University of Northridge, Bachelors In Theatre

Aug 2012 - Aug 2016

ADDITIONAL SKILLS

- Proficient in Adobe Photoshop, Google / Microsoft Suite, Capcut, Audacity, Izotope Rx, Zoom, IMDb Pro, Actors Access, and all social media platforms
- Type 80 wpm