

Tom Lam

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(714) 326-3365

SKILLS & ACTIVITIES

Proficient in Final Draft

Proficient in Movie Magic
Schedule and Budgeting
Software

Proficient in Adobe Premiere,
iMovie, Photoshop, Affinity
Photo

Microsoft office (Word, Excel,
PowerPoint, Access, Outlook)

Bilingual: Vietnamese and
English

EDUCATION

CALIFORNIA STATE UNIVERSITY, LONG BEACH- LONG BEACH, CA
BACHELOR'S IN FILM: PRODUCTION MANAGEMENT- GRADUATED FALL 2017
GOLDEN WEST COLLEGE – SANTA ANA, CA
ASSOCIATES IN LIBERAL ARTS IN SCIENCE GRADUATED FALL 2015

EXPERIENCE

Production Assistant:

"Thoughts and Prayers" – Short Film Directed by Lisa Gold (May 2017)

Run errands and secured props for the director
Operated as the 3rd Camera Assistant and assist in setting up scenes
Monitored equipment and background actor

Student's Films/Projects:

Crew -GWC TV Studio (Huntington Beach) (September-December 2015)

Operated different positions for the school Sport News Show
Compiled and interviewed coaches and players
Filmed and edited highlights and segments for the shows

Press Kit – "Systematic" Directed by Jessie Butera (March 2017)

Provided behind the scenes still photographs
Assemble casts and crew biographies
Generated the film synopsis and film credits

Behind the Scene Photography - "Sentence" Directed by Jason Lauckner
(April 2017)

Provide behind the scene still photograph
Provide actors and crew head shots
Provide sets photo

Producer/Production Manager – "FEA Alumni Interview 2017-Eric Crane" (October 2017)

Secured filming locations and equipment
Maintained contact with alumni
Worked with editor to acquire footage for the interview

Production Assistant – "No-No Boy!" Directed by Kate Ruthenbeck
(November 2017)

Assembled film set with the art and prop department
Assisted in lighting scenes and cameras setup
Ensured equipment are protected and secured

**Producer/Director - Short "Stand Up" Based on CSULB Theater Art Play
"Woke! A Revolutionary Cabaret"** (December 2017)

Transcribed play onto script
Secured location, equipment, and actors for scenes
Organized crews and set operation

**2nd Assistant Director - Short "When My Mom Had Me" Based on CSULB
Theater Art Play "Woke! A Revolutionary Cabaret"** (December 2017)

Organized crew and set operation
Manage extras and script rework
Backup and transferred data

**2nd Assistant Director - Short "Alice in Wonderland" Based on CSULB
Theater Art Play "Woke! A Revolutionary Cabaret"** (December 2017)

Organized crew and set operation
Design and arrange scenes sets
Backup and transferred data

Others

Assistant Manager – Titan Tutor (2012-2016)

Managed schedules for tutor and students
Handled front desk phone calls and files
Maintained communication between the manager, tutor, student, and customer

Sale Associates – Best Buy (2016-2017)

Provided customer services
Managed and organized inventory