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Qualification Summary

- **Film and Television Production:** Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordinating shoots; experience using production equipment. Conduct script analysis and contribute to script changes. Ability to write and edit scenes, treatments, and scripts; competent in film editing, writing, directing, and producing.
- **Administration and Communication:** Provide efficient administrative support for a diverse array of program participants and staff. Prioritize and organize workloads to meet strict deadlines; train and assist team members. Establish and maintain strong work relationships with management, staff, and internal and external groups.
- **Technical Proficiencies:** Adobe Premiere Pro, ProTools, Final Cut Pro X, AVID, DaVinci Resolve, Red Software, Flatbed Editing, Movie Magic Budgeting and Scheduling, Final Draft 10, Adobe Story, iMovie, MS Office, Arriflex 235, Sony Digital Video Camera, Bolex 16mm, 8mm, Black Magic Ursa Mini, Red Camera, P2 Canon, Panasonic Lumix G7, Studio Floor Camera. Green Screen, VFX/SFX, Animation.
- **Strengths and Accomplishments:** Enthusiastic and creative; demonstrated ability to meet deadlines and objectives. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs. Served as Producer/ Line Producer/ Associate Producer, Writer, Director, Personal Assistant, Editor, Production Designer, Make-up and Hair, Costumes for Student Films and Independent Feature Films.

Education

Master of Fine Arts (MFA) in Motion Picture and Television (Producing) (2017)

Academy of Art University, San Francisco, California

Bachelor of Arts (BA) in Media/Film Studies (2015)

University of San Francisco, San Francisco, California

Selected Projects

- **Line Producer / Associate Producer / Producer**
- “Lighten Up” - Animation Feature Film (Wondermark! Productions) Penman Wright
- “Quantum” - Bolex 16mm Short Film (Chandru Films) Navin Chandru
- “Bullied” - Digital Video Short Film (Memon Productions) Shaan Memon
- “Third Law” - Digital Video Independent Feature Film (Hardly Even Films) John Chris-Lopez
- “Siren” Digital Video Short Film - LA CineFest Film Festival * Semi-Finalist; David Moreno
- “Cinema” Digital Video Short Film - Roxie Mixtape Film Festival * Screened; David Moreno
- **Director/ Director of Photography**
- “Not for Comedy” - Arriflex 235 Digital Short Film
- “Spider” - Arriflex 235 Digital Short Film
- **Video Editor**
- “Elisa Cooney” - Montage Short Film Ana Urrutia-Jordana
- **Production Design / Personal Assistant / Script Supervisor/ Camera Assistant**
- “And Now the News” - Web Series Digital Feature Film; Jana Memel
- “For the Love of Family” - Digital Video Short Film (Davis Independent Films) Anna Bohannon
- “My Name Here” - Digital Video Short Film (Tynacious Creations, LLC.) Tylar Moore
- “The Mistress” - Digital Video Short Film (IntuitionFilms) Liesl Davis
- “Dynamic” - Digital Video Short Film (Redacted Productions) Jim Smith

Experience Highlights

AMC 16 Movie Theater

Burbank, California 2017

Film, Crew Member

Box Office, Food and Beverage, Greeter/Usher/ Porter. Private Screenings for Disney Buyouts/Studio Executives/ Producers, and Directors. Sales and Inventory.

Academy of Art University,

Motion Pictures and Television - San Francisco, California 2015-2017

Producing, Graduate Student

Cast, directed, produced and personally assisted numerous film and video projects. Planned, organized, and budgeted film shoots utilizing Movie Magic Budgeting and Scheduling. Edited Projects and assigned scenes using Adobe Premiere and AVID. Directed and wrote scenes, treatments, and scripts.

- Located and secured approval for land at low cost, assisted in casting, and provided input on final picture and produced/ wrote my final Thesis.
- Commended by Directors for doing work efficiently and thoroughly that played a key role in diffusing tension and ensuring successful shoots.
- Presidents Honor List: (Fall/Spring Semester 2015/2016)
- Best Poet Award (2012)

Flix Premiere, San Francisco, California 2016

Internship (*concurrent with education*)

Analyze/assess three independent films for potential pickup at streaming service.

- Make weekly conference call presentations on viewed films.
- Shot/directed a mini-doc for company's children cancer challenge.

Criminal, San Francisco, California 2014

Internship (*concurrent with education*)

- Intern for online commercial agency. Coffee, Lunch, Office Tasks, Petty Cash for Office Supplies and Food Supplies.
- Inventory of Costumes, Updating Calendars, and Budget/and was on set for one online Commercial called *Healthy Pet*.
- Label and organize Jobs.

University of San Francisco,

Media/ Film Studies - San Francisco, California 2011-2015

Film, Graduate Student

Wrote, directed, produced and was a director of photography on numerous film and video projects. Planned, organized, and self-funded film shoots. Edited Projects and assigned scenes using Adobe Premiere and Final Cut Pro. Directed and wrote scenes, treatments, and scripts.

- Located and secured approval for land at low cost, assisted in casting, and provided input on final picture and produced/ wrote my final Thesis.
- Commended by Directors for doing work efficiently and thoroughly that played a key role in diffusing tension and ensuring successful shoots.
- Dean's List: (Spring/ Fall Semester 2013 at USF)
- InvestWrite Award (2011)