

# ROBY MARCONDES

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**EDUCATION:** May 2018      BA in Cinema and Television Arts, Film Production      CSUN

**EXPERIENCE:** Jan 2018–May 2018      Internship at Paradigm Production      WeHo, CA

## **Assistant to Frederico Lapenda: CEO and Producer**

- Translated feature scripts from English to Portuguese.
- Advised script enhancements to the American and Brazilian development teams.
- Supervised the Jury members and their duties for the 2018 Beverly Hills Film Festival.
- Increased the attendance of the festival by planning social media strategies.
- Assisted on daily logistics of the festival, including its filming.

May 2018      American Pavilion at Cannes Film Festival      Cannes, FR

## **Assistant to Monika Skerbelis: Director of Emerging Filmmaker Showcase**

- Maximized work time by foreseeing boardroom necessities and maintaining it organized.
- Managed the reception and tour of filmmakers.
- Kept logged information up to date of the Cannes Film Festival short films.
- Oversaw the setup and execution of award screenings.

May 2016–Jan 2018      Internship at Lexicon Productions      Westlake Village, CA

## **Assistant to Mark Sayre: CEO and Producer**

- Decreased pre-production time by conducting extensive script breakdowns.
- Resolved conflicting schedules to better administer meetings and special events.
- Contracted several third parties while in the pre-production stage.

## **Feature Film Set Work:**

- 2<sup>nd</sup> AD: Point Defiance
- Assist. To Producers: DOE, Waterlily Jaguar, We Still Say Grace, The Clearing.

Jan 2016–May 2018      Internship at the Lacy Group      Burbank CA

## **Assistant to John Lacy: Director and Acting Coach**

- Coordinated classes in a seamless way by resolving several inquiries.
- Reduced conflicts by conducted payment collection and overseeing classes' finance.
- Assisted in directing actors exercising great interpersonal skills.

## **Feature Film Set Work:**

- Co-Producer: Custody

**SKILLS:** Script Coverage • Script Breakdown • Proficient in Excel, Word, Final Draft, PowerPoint • Fluent in Portuguese and English • Fair in French and Spanish • Fair in conducting payroll • Organized • Driven • Eager to Learn • Good Energy • Passionate