TANNER MEDRANO

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 p: (301) 717-1769

**EXPERIENCE**

**Film Department Assistant (Part-time)**

*UNM Film Dept. / Albuquerque, NM 01/19-Present*

* Assist all professors, student teachers and visiting professors/guest lecturers including:
* Answer phone, deliver messages, collect and distribute correspondence
* Respond to prospective student inquiries

**Teaching Assistant (Part-time)**

*UNM Film Dept. / Albuquerque, NM 01/19-Present*

* Assist in grading student projects and papers
* Act as mentor to students and provide guidance with student projects
* Work with students during lectures and labs
* Provide support for class professor in conjunction with teaching assistant team

**Film Equipment Storage Manager (Part-time)**

*UNM Film Dept. / Albuquerque, NM 08/18-Present*

* Responsible for monitoring film department equipment rentals including cameras, tripods, sound equipment and lighting)
* Assist with maintenance and evaluation of current equipment
* Answer questions and respond to inquiries; provide equipment tutorials to students

**Assistant Program Coordinator (Part-time)**

*New Mexico Spotlight Foundation / Albuquerque, NM 05/18-Present*

* Assist with all aspects of fundraising and event planning
* Conduct interviews with local filmmakers
* Write articles for NMfilmnews.com

**Production Assistant**

*“Complexity” Televison Series 07/18-08/18*

**Community Resident Assistant**

*American Campus Communities / Albuquerque, NM 01/17-11/17*

* Developed marketing campaigns and residence life programs
* Provided solutions to social, residential and leasing issues
* Completed crisis intervention training
* Acted as liaison with community law enforcement and first responders

**Extra/Stand-In**

*“The Night Shift” Sony Pictures Television & Sachs/Judah Productions 03/16*

**Internship**

*New Mexico Film Office* / *Santa Fe, NM 05/18-6/18*

**EDUCATION/CERTIFICATION**

*University of New Mexico / Albuquerque, NM Summer 2019*

* Bachelor of Science Communications/Media Arts

**VOLUNTEER**

*New Mexico Film and Media Industry Conference 11/2018*