

MARISA A. AVILA

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SET/POST

Wardrobe/Talent/Driving/Releases/Crowd Wrangling/Continuity Stills/Art Department
Transcribing/Music Cue Sheets/Tape and Release Inventories/Digitizing/Logging/Multiclips
Deliverables/Proofreading/Word/Excel/Internet Research/Basic Final Cut

WORK

- 06/12-10/12 **Game On (Sitcom)/Euro Disney Channel/BIC Productions**
Assistant Set Designer
- Planning & decoration for 4 sets on soundstage
 - Continuity stills/Set adjustment for camera daily
 - Special projects as needed
- 03/12-04/12 **RiverRun International Film Festival/Winston Salem, NC**
Box Office Manager
- Daily reporting of ticket sales to Executive Director
 - Processing ticket requests from donors and sponsors, group sales
 - Networking and working closely with PR to boost ticket sales
- 12/11-03/12 **Dream Machines/Syfy/ Triage Inc.**
Assistant Script Supervisor
- Daily continuity stills and wardrobe checks
 - Created and maintained master release logs
 - Took over when Script Supervisor was not available
- 02/11-10/11 **Most Eligible: Dallas/Bravo/Pink Sneakers Productions**
Post Production Assistant
- Coordinated travel for crew; Handled and expedited requests from the field
 - Pulled bites and footage for story producers and editors
 - Hired and oversaw transcribers
 - Deliverables and broadcast shipments for every episode
- 12/10 & 12/09 **Disney Parks Christmas Day Parade/ABC/Walt Disney Entertainment**
Post Production Assistant
- Created and maintained master tape logs
 - Organized and compiled deliverables
- 09/10 **Gatorade G Series National Rollout: Orlando/Las Vegas/NY/ inVNT**
Production Assistant
- Oversaw shipping and delivery of merchandising inventory
 - Received and accounted for display products
 - Trained new assistants
- 07/10 **Wizarding World of Harry Potter Press Event/Universal Studios Production Group**
Assistant to Production Coordinator
- Oversaw crew shuttles and individual pickups
 - Developed visual guide to direct crew to set location
 - Met with new crew members and reviewed start paperwork

FREELANCE

- 10/2012 **Cialis Commercial/MacGuffin Films**
Production Assistant
- 04/2012 **BBQ Pitmasters/Discovery/Original Media**
Production Assistant
- 06/2012 **IBM Innovate 2012 Conference/Drury Design Dynamics**
Production Assistant
- 07/2012 **Guy Fieri's Family Reunion/Food Network/ Citizen Pictures**
Associate Producer
- 01/2011 **Are We There Yet?/TBS/Walt Disney Entertainment**
Production Assistant
- 08/2010 **Disney Cast Member Recruiting Video/ Tin Men Inc.**
Production/Wardrobe Assistant
- 08/2010 **Shaq vs. Justin Bieber/ABC/ Stewart Street Productions**
Production Assistant
- 06/2010 **SAP National Convention with Simulcast to Germany/Red Thread Productions**
Operations Runner
- 01/2010 **Mizuno USA, Inc. Commercial/Golf Channel/ Tin Men, Inc.**
Production Assistant
- 01/2010 **Give a Day, Get a Disney Day Press Conference/ Walt Disney Entertainment**
Production Assistant
- 09/2009 **Housemaster's National Convention/Messenger Productions**
Production Assistant
- 09/2009 **Miss America's Most Outstanding Teen Pageant/Diacom Productions**
Production Assistant
- 08/2009 **Walt Disney World-Bay Lakes Resort/ Buena Vista Television/Lightship Ent.**
Production Assistant
- 07/2009 **Walt Disney World Updates/Travel Channel/ Lightship Entertainment**
Office/Set Production Assistant
- 06/2009 **Idol Tour Video/ American Idol Experience/ Lightship Entertainment**
Production Assistant
- 04/2009 **Pilot/MTV/ Lightship Entertainment**
Production Assistant
- 12/2008 **Walt Disney World Christmas Day Parade /ABC/ Harborlight Entertainment**
Office/Set Production Assistant