

Marlenée Emigh

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925.383.3456

Skills

- Proficient in MS Word, Excel, PowerPoint and Outlook. Technically savvy with ability to learn any new office software required for the job.
- Four years experience in Business Administration and Film Production.
- Quick, efficient worker, strong self starter, friendly on phone, can operate multiple phone lines, prepare mailings and perform random office tasks required for the job.
- Strong in communicating with all levels of personal.

Education

Berkeley Digital Film Institute

Saul Zaentz Media Center

2600 Tenth Street

Berkeley, CA

University of California, Berkeley

Bachelors in Art Film Studies

Employment

Doggie Boogie (2010) Casting Department

2704 Derby Street 3rd Floor Berkeley, CA 94705

- Found 150 volunteer extras to work on-set for a period of six days using Craigslist, Star, Talent Six and other casting websites. Talent accumulated included audience members, circus performers and side show freaks.
- Contacted over 200 local theater productions to include their actors/performers to participate as extras on the set of *Doggie Boogie*.
- Organized extra call sheets, contact extras daily, insured they understood directions, wardrobe requirements and location rules.

Entercom 102.1 fm KDFC – Promotions Assistant (2009)

201 Third Street Convention Center 2nd Floor San Francisco, CA 94103

- Film and edit special in-studio musical performances, then using FCP and Apple Compression upload for webcasting on station's official website.
- Database management of official KDFC website using HTML.
- Answer phones, greet visitors, send out and prepare mailings, minimum legal work, faxing, created spreadsheets and organizing documents.