

**Rini Marwini**  
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1880 E Ocean Avenue, Ventura, CA 93001

**OBJECTIVE**

Seek a position that applies to my knowledge, skill and abilities in a filmmaking business.

**SUMMARY**

Profoundly dedicated, energetic and resourceful Film Production Assistant with years of experience in assisting directors and producers in all stages of production forms, helping to ensure production runs smoothly.

**QUALIFICATIONS**

- Exceptionally dependable
- Punctual and willingness to work long hours
- Strong ability to follow directions
- Strong enthusiasm with professional attitude
- Great ability to make quick decision, work under pressure and be responsible
- Excellent typing skill
- Excellent driving record

**FILM EXPERIENCE**

Director	“Terror in Rock Creek”	Independent
Associate Producer	“Striking Range”	Dan Millican Serendipitous Films, Inc

## **EXPERIENCE**

1996-2001

Bahana Securities  
Agus Pandjaitan  
*CFO*

As an Executive Secretary to Mr. Pandjaitan.  
Assisting his daily correspondence, office  
management, personal tasks.

2003-2005

Serendipitous Films, Inc  
Daniel Millican  
*President/Film Director*

Assisting Mr. Millican in office management, daily  
correspondence, accounting, shooting production.

2003

KERA (PBS/ Channel 13 Dallas)  
Betty Buckley  
*Producer*

Assisting Ms. Buckley in daily correspondence,  
production and editing.

## **EDUCATION**

Tarakanita Secretarial Academy, Jakarta, Indonesia - Secretary, 1996  
North Lake College, Irving, TX – Video Technology/Filmmaking, 2005  
Dov Simmens Film School, Los Angeles, CA – Filmmaking, 2008  
New York Film Academy - January 2011

## **SKILLS**

Microsoft Office, iWork, Final Draft, Final Cut Pro

## **INTEREST**

Writing, Books, Photography, Filmmaking, Traveling, Fashion

## **REFERENCES**

**Dan Millican**, Director/Producer  
Serendipitous Films  
6125 Airport Freeway, Fort Worth, TX 76117  
817.371.9222

## **Vincent Wrenn**

Light Minded Industry  
1880 E Ocean Ave, Ventura, CA 93001  
323.447.9754