

# Robert Michael Maguire

260 W. Linden Ave, Apt D

Burbank, CA 91502

Cell: (918) 812-6583

Fax: (818) 955-8938

eMail: rmm@swbell.net

(Web: <http://www.linkedin.com/in/robertmmaguire>)

## EDUCATION:

- 2008 (Fall) Los Angeles Film Studies Center – Internship and Video/Film Production, Hollywood and Burbank, CA. 4.00 GPA
- 2005 – 2008 Oral Roberts University (ORU) – Bachelor of Science, Mass Media Communication (Emphasis Multi-Media production), (Tulsa, OK). 3.93 GPA (6 credits remaining)  
Dean's List and consistent, annual, Academic scholarships

## CREDITS:

- *Partnership for A Drug Free America* (2009) (PSA): PA
- *Sleepless On Sunset* (2009) (Promo/Trailer): 1<sup>st</sup> AD
- *Brothers in Blood* (2009) (Short Film - Student Thesis (NYFA)): 1<sup>st</sup> AD
- *In Deep Sight* (2009) (Short Film - Student Thesis (NYFA)): 1<sup>st</sup> AD
- *Raven* (2009) (Trailer): Production Co-ordinator
- *Missing Link* (2009) (Feature): Production Co-ordinator
- *In Storage* (2009) (Feature): PA
- *Three of Clubs* (2009) (Short Film – 168 Film Festival): 1<sup>st</sup> AD
- *Fidelity* (2008) (Short Film): Producer and 1<sup>st</sup> AD

## EMPLOYMENT:

Jan/09 – Present TEMPORARY AND CONTRACT WORK, Los Angeles, CA

### **Various:**

- Various Background-Extras work (Registered with Extras Management)
- Volunteer film and video-production work – See credits
- Temp-agency work

Sep/08 – Dec/08 COOKE PICTURES, Burbank, CA

### **Intern:**

- Administrative tasks: errands and shipping, organizing and cataloguing video archives, supply and equipment room.
- Preparing and presenting weekly briefings on industry events and news - monitoring client and industry websites.
- Running off copies in various media formats, footage capture in Avid.

Jan/07 – Jan/09 KJRH 'CHANNEL2', Tulsa, OK (NBC and CNN Affiliate)

### **Intern (initially), Studio and Remote Production**

#### **Assistant/Cameraman:**

- Live TV news shows: Studio camera and floor-coordination, teleprompter.
- Remote-location work: Camera assistance and operation, lighting/audio setups, location setups/strikes.

Jan/07 – Sep/07 CLOUD9 PRODUCTIONS, Tulsa, OK

### **Volunteer Production Assistant:**

- PA to Producers and Director on studio on-location commercial shoots.
- 2nd AC work: Managing camera equipment and accessories, slate, dolly, location setups/strikes, assistance with camera and film stock prep.

Jul/95 – Aug/08 UNIVERSAL WEATHER & AVIATION, Houston, TX

***Senior Trip Support Specialist:***

- Coordinating worldwide, corporate flight and charter trips plus all required services, airline and ground-transport travel arrangements, anticipating geographical and regulatory obstacles for each trip.
- Pro-active briefings to clients (pilots).
- Heavy phones, maintaining a strict record of all actions taken and status of each service arranged, data-entry and management, constant attention to detail, persistent work review, final quality control and supervision.
- Project workgroups - researching and implementing workflow improvements.
- Assigned to overseas offices to fill in temporary vacancies.
- Extensive use of Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Client-documentation (licenses, insurance, certificates, etc.) management.
- Later years: remote, online work, using CITRIX, to load computerized trips as well as manifests.

Oct/93 – Jul/95 INTERIOR GREEN, Houston, TX

***Floral, plant and Interior-Landscaping delivery plus setup:***

- Regular plus on-demand floral and plant deliveries, countywide.
- Interior landscaping deliveries and setups requiring work-crews, including Christmas-decoration setups at Houston airports.
- General building maintenance.

Sep/99 – Jun/04 INTERACTIVE THEATER, Houston, TX

***Part-time Lighting and Sound Technician:***

- Lights and sound design and management.

**SKILL SETS & EXPERIENCE:**

- PC and MAC literate: proficient knowledge of Microsoft Word, Excel, Outlook, PowerPoint, Publisher and EP's Budgeting and Scheduling suites
- Production: Producing, Directing, DP, Camera/Video, Audio and Editing
- Working knowledge of Adobe Suite, LiveType, Motion, Disc Author, Avid and Final Cut Pro
- Bus driving (requiring CDL Class B)
- Office work: Assistant, clerical, organization, coordination and administrative
- Five years experience in theatre lighting and sound
- Film/Video and theatre acting
- CAD design work – lighting design for theatre spaces
- Website and graphic design
- Amateur Photography

**AFFILIATIONS & AWARDS:**

- San Jacinto Aviation club – Programs Director
- Employee of the Month, Universal Weather & Aviation

**LICENSES AND SPECIAL TRAINING:**

- Media Technology Summer Institute: immersive program - essentials of mass media and web design using Adobe Photoshop, Flash MX and Director
- Pilot's Licenses: Commercial with instrument and multi ratings, instructor (I, II and Multi)
- CDL (Passenger and air-brakes rating, no tractor/trailer)