

Max J. Silver

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19032 Lindsay Lane
Huntington Beach, CA

Set PA

Education **Carleton College** (Northfield, MN) *September 2007 - present*

- BA in Economics and Cinema and Media Studies
- Graduation, June 2011

PA Boot Camp (Sherman Oaks, CA) *July 2010*

- Specific training for Set and Office PA work
- Incl. radio etiquette, creating sides

Set Experience **Set PA** *Jerry Schwingle and the Happiness Well* (Mnpls, MN) *May, 2010*

- Low-budget short film
- 2nd AD Ben Krueger

Producer *Nova Roma* (Mnpls, MN) *Fall 2009*

- Low-budget short film
- Shot on RED
- 50k budget, 50+ crew

Set PA *Getting Even* (Rockville, MD) *Summers 2007, 2008*

- Ultra-low budget feature
- 1st AD Kevin Sockwell

Office Experience **Office PA** Banana Elephant Films (Burbank, CA) *June 2010 - present*

- Producer, Laura Pursley
- Screenplay coverage
- Writing/editing copy
- Designing and formatting copy for distribution
- Online research

Technology Assistant Carleton College (Northfield, MN) *January 2009 - present*

- Customer services and assistance
- Troubleshoot presentation, video and computing technologies
- Troubleshoot Mac/PC conversion problems
- Video and audio post-production

Intern Neuberger & Company (Baltimore, MD) *Summer 2008*

- Attended and transcribed business meetings
- Wrote/edited copy
- Cold-called C.E.O.s and Presidents of local businesses worth \$5-500 million
- Online research

Office PA Theraplay Productions (Rockville, MD) *Summers 2007, 2008*

- Preproduction and development of multiple low-budget features
- Wrote/edited copy

Office PA Five Star Films (Cabin John, MD) *Summer 2007*

- Development and marketing of multiple projects
- Wrote/edited copy
- Extensive online research

Computer Skills

- Proficient in Mac and PC troubleshooting
- Microsoft Office Products (Mac, PC)
- Final Cut Pro
- Adobe Products (incl. Photoshop, Illustrator, After Effects, Dreamweaver, Flash)
- Website design and maintenance (www.maxjsilver.com, www.novaromamovie.com)