

Max J. Silver

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19032 Lindsay Lane
Huntington Beach, CA

Office 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

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

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

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)