

KURT WALLRATH

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EDUCATION

CAL STATE UNIVERSITY NORTHRIDGE – Cinema Television and Arts – B.A. Film Production
DE ANZA COLLEGE – A.S. General Science

PROFESSIONAL EXPERIENCE

NIFTY TV/MISSION CONTROL ENTERTAINMENT

Logistics Coordinator / Executive Assistant 2008-Current

- Coordinate meetings, phone calls, travel and generate expense reports for 3 executives
- West Coast production coordinator for live internet-streamed events
- Establish new employees, maintain and arrange movement of the West Coast office
- Prepare, proof, write coverage and register screenplays

MANATT CORPORATE VIDEO

Associate Producer/Sound Mixer 2008

- Created the travel budget within time constraints and budget
- Mixed production audio for 4 locations including Long Island, New York, Atlanta & Santa Monica
- Worked closely with other producers on script and edit revisions

SUPER SECRET PRODUCTIONS – LEGALLY BLONDE 3

Production Assistant 2007

- Substituted for Assistant Directors to keep the production on schedule
- Updated scripts with page revisions and distributed them to key crew members
- Responsible for all set radios for the length of the production
- Collected, sorted and helped log crew time cards

THE SLOAN FAMILY

Personal Assistant 2006 – 2007

- Maintained Mrs. Sloan's personal calendar, coordinated meetings and appointments
- House manager: maintained vehicles, household appliances, garden and lawn
- Helped to startup and maintain Mrs. Sloan's retail store
- Assisted in the planning of large corporate and Hollywood parties
- Traveled to various out of state locations to attend to Sloan affairs

MGM STUDIOS

Executive Receptionist 2005

- Maintained a heavy phone load with 2,000+ extensions
- Meet and greet the executive's guest upon arrival
- Maintained the executive conference and screening rooms

ADDITIONAL SKILLS

- Outlook • Word • Excel • PowerPoint • Lotus Notes • Final Draft • Adobe Photoshop
- Avid Editing Software • Film & Video Editing • Shure FP 33 mixer • Audio Recording/Mixing