

# Sean Dolan

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## Education

Bachelor of Creative Media: Creative Media/Digital Filmmaking  
Creative Media Institute, New Mexico State University  
Graduated December 2010; Emphasis in  
Screenwriting/Directing. Minor in Theater

## Work Experience

Creative Media Institute January 2009 – December 2010  
Equipment Room Assistant

- Maintain and Repair Film Equipment
- Rent equipment out to students for project

Intern at I-25 Studios Summer 2009  
Office Intern

- Assist with office needs
- Help producers with daily tasks

Intern at Evolution Entertainment Summer 2010  
Reader

- Read Scripts and wrote coverage
- Sent faxes/made copies
- Covered assistant's desks while they were away

Post Production Assistant - Temp March 2011  
We Bought A Zoo – Director Cameron Crowe

- Assist with day to day Post Production work
- Run film around town, order lunch, daily office needs

Personal Assistant – Irene Pinn March 2011 – May 2011

- Assist with day to day clerical work/answering phones
- Took care of pets
- Household chores/errands

Production Assistant/Office Manager May 2011 – Present  
ZodiakUSA/RDF Media Group

- Assisted with day to day office needs
- Ran film and cuts to various studios
- Helped producers with various tasks

## Computer Skills

Final Draft 8, Final Cut Pro, Microsoft Excel, Word, PowerPoint,  
Outlook, FileMaker

## References

Mark Medoff 575.646.6141  
Professor of Writing and Directing, CMI mmedoff@nmsu.edu

Mitch Fowler 575-646.6360  
Professor of Cinematography, CMI jmfowler@nmsu.edu

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ZodiakUSA tricia.taghon@zodiakusa.com