

Gillian Felix

M: 917 538 9225
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Work ethics

Plays nicely with others, dependable, first-rate organizational skills, works well independently as well as a team player, committed to seeing a project through completion, optimistic, forward thinker, business management skills, and excellent research skills.

Additional

I love to travel and I am available for travel wherever and whenever I am needed.

References

Nicole Visram

Executive Producer at
Cutters Editorial
Phone: 310 309 3780

Ricardo Cordero

Director/Producer at
Global Network Pictures
Phone: 646 761 7045

Brian M. Shaski

Owner
Afternoon Productions
Phone: 917 837 5454

Summary of Qualifications

Adobe Illustrator, InDesign, Photoshop, Keynote, Corel Draw Graphic Suite, Adobe Audition, IBSYS system, Excel, PowerPoint, Word, Xytech, Daylite, Project Path. PC and Mac user.

Work Experience

Production Manager

ROLLING R PRODUCTIONS – (July '09 – Jan. '12)

LUMINOUS PRODUCTIONS - (Different productions from 2002-2003).

SPOTLIGHT-ON PRODUCTIONS - (Different productions 6 months).

FRESH FRUIT FESTIVAL - (Different productions).

Associate Producer / Teleprompter Operator

KOAT ACTION 7 NEWS (ABC Affiliate in NM) – *Live at 10* – (Live TV newscast)

ANONYMOUS CREATORS – *Life Stylin'*- (Reality TV pilot)

Script Supervisor

HALFLIFE DIGITAL (Dec'08) - *Tupac Web videos and television commercials*

MARVERICK ENTERTAINMENT & MATTE FILMS - *Snitch in NY* (DVD release)

CARMICHAEL FILMS – *New to New York* – (Film)

TWIN SOUL PRODUCTIONS - *Killer Whales* – (Film)

Casting & Assistant Director

MATTE FILMS - *Lost Money* – (Film)

MATTE FILMS - *Deep Trouble* – (Film)

HISTORY CHANNEL – *Battleground* – (Television)

USA NETWORK (Under 5 casting) – *Strong Medicine* - (Television)

TBN NETWORK - *Believers Among Us* – (Television)

FX (Under 5 casting) – *The Shield* - (Television)

OFF CENTER – *Perfect Beat* – (Video Short)

SLICE OF LIFE PRODUCTIONS - *Stripped* – (Off Broadway Production)

GLOBAL NETWORK PICTURES - (Off Broadway Production)

Office Manager

1 DEGREE PICTURES - *Who's Your Monkey* – (Film)

CUTTERS EDITORIAL – Office Manager and Client Services (May '07 – October '08)