

SHARIFF SULEIMAN

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PROFESSIONAL EXPERIENCE

KEVITA INC. – Ventura, California, April 2012 – Present

Operations Executive Administrator: *Manage all office activities at KeVita's corporate headquarters.*

- Directly support the Vice President of Operations in facilities management, office operations, and personnel activities.
- Oversee a variety of deadline-driven projects ranging from strategic procurement through new product distribution.
- Remain on-call 24/7 for operations and logistics support during production cycles.

BOLD FILMS – Hollywood, California, December 2011 – April 2012 (Project Basis)

Development Intern: *Responsible for general office administration and select production development tasks.*

- Reviewed submissions and film development projects; provided script coverage and notes to senior producers.
- Maintained and tracked a vast array of confidential documentation including contracts, commission letters, and scripts.
- Supported senior producers by managing all personal and professional correspondence ranging from letters to calls.

KEVITA INC. – Ventura, California, August 2010 – December 2011, May 2012 – March 2013

Office Administrator: *In charge of marketing office administration and production of all printed marketing materials.*

- Designed and produced all printed marketing materials including sales sheets, product labels, shelf talkers, et al.
- Oversaw administration of marketing office; coordinated inter-office movements to ensure quality and meet deadlines.
- Directly supported Director of Marketing in managing design process, production workflow, and content distribution.

PARADISE COAST ENTERTAINMENT – Chicago, Illinois, January 2008 – July 2011

Co-Founder & Independent Filmmaker: *Independent filmmaker whose work included major Hollywood productions.*

- Worked as Assistant Director, Camera Operator, Logger, or Production Assistant on more than twenty productions.
- Production sample includes: "Batman Begins," "The Dark Knight," "Public Enemies," "America's Got Talent," "Undercover Boss," "Rock of Love," and "American Idol"

COLUMBIA COLLEGE FILM CENTER – Chicago, Illinois, August 2005 – July 2007

Equipment Technician: *Responsible for coordinating rentals and equipment maintenance for production department.*

- Oversaw equipment rental operations at production center; total annual rentals exceeded 10,000 unique reservations.
- Managed ongoing equipment maintenance procedures to ensure continual operation of more than 500 cameras.

SELECT PRODUCTION EXPERIENCE

"A Guy Walks into a Bar: Season 3" –Youtube.com, Los Angeles, CA - 2012 - Assistant Director – Producer: Alano Massi
Director : Peter Vass/ Antonion Buzzone

"Disconnected" - Vass Yard Films, Chicago, IL - 2010 - Assistant Director - Director: Peter Vass

"Telemurder" - Swerve Entertainment, Chicago, IL - 2010 - 2nd Assistant Director - EP: DeWayne Jefferson, Director: Jim Andre

"America's Got Talent" – 2010 - NBC, Chicago, IL - Logger/ Assistant Camera - Production Manager: Juliana Severo

“Undercover Boss” - CBS, Chicago, IL – 2009 - Assistant Camera - Production Manager: Alex Orr

“Guest for the G” - RSA Films, Chicago, IL – 2009 - Production Assistant - UPM: Matt Fitzgerald

“Public Enemies” - Universal, Chicago, IL - 2008 - Production Assistant - EP: G. Mac Brown - Producer/ Director Michael Mann

“Half Pint Brawlers” – Spike TV, Chicago, IL - 2008 - Key Set Production Assistant - EP: Darrel Silver – UPM: Matt Fitzgerald

“The Beast” - A&E, Chicago, IL - 2008 - Production Assistant - EP: Allan Loeb, Cory Concoff

“The Dark Knight” - Warner Brothers, Chicago, IL - 2007 - Production Assistant - EP: Kevin De La Noy, Thomas Tull - Producer/Director: Christopher Nolan

“Wanted” - Universal, Chicago, IL - 2007 - Production Assistant - EP: Gary Barber, Roger Bimbaum – Director: Timur Bekmambetov

“American Idol” - Fox, Chicago, IL - 2005 - Production Assistant - Production Manager: Mike Hofferth

“Batman Begins” - Warner Brothers, Chicago, IL - 2004 - Production Intern - EP: Kevin De La Noy, Thomas Tull - Producer/Director: Christopher Nolan

EDUCATION

COLUMBIA COLLEGE CHICAGO, August 2004 – June 2007

College of Visual, Performing, and Media Arts, Chicago, Illinois

Bachelor of Arts Degree • June 2007

- Major: Film & Video Production
- Minor: Arts, Entertainment, & Media Management

Distinctions

- Recipient of J.K. Balistair Screenwriting Award
- Selection for 2005 “The Big Screen” Film Festival

ADDITIONAL SKILLS

PRODUCTIVITY SOFTWARE

Microsoft Office (Word, PowerPoint, and Excel), FileMaker Pro, Movie Magic Scheduling, Movie Magic Budgeting

MEDIA & DESIGN SOFTWARE

Final Cut Pro, Final Draft, Adobe Creative Suite (Photoshop, Illustrator, After Effects), Adobe Lightroom, Aperture