

C. Luan Evans
4283 Deeboyar Ave
Lakewood, CA 90712
luanevans@verizon.net
562-394-5973

OBJECTIVE

I am seeking a support role in an organization that will benefit from my initiative, capabilities, and contribution. I am especially interested in a position with the potential for advancement and increased decision-making responsibilities.

EXPERIENCE

- 06/2009 – Present Worldwide Motion Picture Corp. Huntington Beach, CA
Executive Intern
Watching and critiquing films submitted for distribution, update of corporate website, marketing of films currently in distribution, Special projects as necessary
- 1/2009 – 5/2009 Newport Beach Film Festival Newport Beach, CA
Intern/Venue Coordinator
Office intern – Answering phones, viewing and judging movies, mail, updating social networking sites, Updated film synopses
Venue Coordinator – Coordinated seven screens for 8 days of the film festival. Upwards of 12 hours a day. Managed a volunteer staff of over 200 throughout the days, handled VIP and Special Guests, assisted at industry parties
- 5/2006 – 5/2008 GoPotato.tv Los Angeles, CA
Production Coordinator/Makeup 10.00/hr
Reception, Scheduling Castings, Craft Services, assisting producer/owners, Makeup Assistant on shoot days, special projects as needed
- 03/2008 – 09/2008 Entertainment Clearances Long Beach, CA
Research Assistant 15/hr
Assist in research for major clearance company for film and television. Handled contracts with talent and agents. Organized office, Projects as needed
- 4/2005 – 9/2005 Playboy TV Los Angeles, CA
Wardrobe Coordinator 125/day
Oversee the day to day operation of the wardrobe department. Logging garments out to stylists and back into inventory, Organizing, purging items to consignment, projects as needed.
- 7/2005 Playboy Promotions Los Angeles, CA
Wardrobe Assistant 125/day
Assistant to Key Wardrobe Stylist. Accessorizing and Preparing costumes and wardrobe for talent on set and in dressing rooms.
- 10/2004 – 11/2005 Audiences Unlimited Universal City, CA
Studio Page, 7.25/hr
Escorting and assisting guests that come to see live Television Show tapings.
- 2/2002 – 2/2005 Walt Disney Travel Company Anaheim, CA
Reservation Sales Agent, 10.89/hr
Take incoming calls from Travel Agents and Consumers regarding travel reservations to the Disneyland Resort area and San Diego. Reservations include hotel stay, admission tickets to Southern California attractions, transportation such as airfare, rental cars, and train or shuttle service. Duties also include price quotes, processing payments via credit card, and answering general questions about package components and the Resort. Miscellaneous projects as requested by Management.

EDUCATION

6/1997	Lakewood High School, Honors Graduate	Lakewood, CA
6/2006	Make-Up Designory. Journeyman Program	Burbank, CA
5/2008	Long Beach City College, Film Production	Long Beach, CA
Current	Chapman University, Creative Producing	Orange, CA

PRODUCTION

07/2008	Producer	Fight School	Daryll Harkless	Long Beach, CA
05/2008	Producer	Waking up With Monsters	Cat Fobi	Los Angeles, CA
12/2007	Producer	Broken Hearts Club - Feature	Angelo Bell	Los Angeles, CA
10/2007	Asst. Producer/Makeup	Big Dish	JenKo Productions	Lake Charles, LA
08/2007	Production Assistant	The Biggest Loser	NBC Television	Los Angeles, CA
4/07-8/07	Associate Producer	CastThis.net	Theresa Arrison	Burbank, CA
04/2007	Key Makeup Artist	xsqueezeme.com	Owen Benjamin	Los Angeles, CA
03/2007	Prod Assistant	Who Wants To Be A Superhero	Stan Lee	Los Angeles, CA
02/2007	Production Manager	The First Time	Angelo Bell	Cerritos, CA
11/2006	Office Production Asst	The Comedy Festival	AEG Live/HBO	Las Vegas, CA
11/2006	Talent Escort	Comic Relief 2006	HBO/TBS	Las Vegas, NV
11/2006	Makeup Assistant	Sierra Mist Stand Up or Sit Down	Comedy Challenge	Las Vegas, NV
10/2006	Special Effects Asst	Broken	FourthWorld Productions	Los Angeles, CA
08/2006	Production Manager	el Ride	Veronica Rodriguez	Los Angeles, CA
06/2006	Makeup Assistant	You Can't Go Home Again	Randy Cordray	Los Angeles, CA
05/2006	Associate Producer	I Know Who Shot You	Darryll Harkless	Long Beach, CA
04/2006	Co-Producer	Broken Hearts Club - Short	Angelo Bell	Cerritos, CA
12/2005	Production Assistant	Rocky Balboa	Sylvester Stalone	Las Vegas, NV
11/2005	Office Production Asst	The Comedy Festival	AEG Live/HBO	Las Vegas, NV
09/2005	Production Manager	Dante – I'm Kinda a Big Deal	Dante	Beverly Hills, CA
08/2005	Wardrobe Assistant	NAHV Promo	Playboy TV	Los Angeles, CA
07/2005	Asst. Stage Manager	Anything Goes	T.J. Dawson	Lake Forest, CA
05/2005	Stage Manager	Fornicators of Comedy	Kim Ratificar	Hollywood, CA
04/2005	Co-Producer	Nanny and the Professional	Angelo Bell	Cerritos, CA
04/2005	Makeup Assistant	Nanny and the Professional	Angelo Bell	Cerritos, CA
03/2005	Asst to the Producer	Poorman Radio	Beth Hirsch	Santa Monica, CA
01/2005	Office Production Asst	Serious Business of Happiness	Larry Kurnarsky	Los Angeles, CA
09/2004	Production Asst/Makeup	Sex, Shoes, and Unicorns	Angelo Bell	Cerritos, CA

SKILLS

Telephone Skills	Expert	Currently used	10 years
Internet	Expert	Currently used	10 years
HTML	Intermediate	Currently used	7 years
MS Office	Expert	Currently used	10 years
Photoshop	Intermediate	Currently used	5 years
Dreamweaver	Beginner	Currently used	2 years
Visio	Intermediate	2001	1 year
Peachtree	Intermediate	2002	1 year
Quark Xpress	Beginner	2003	1 year
Premier Pro	Intermediate	Currently Used	2 years

Type 55 WPM / 10 Key 8000-9000 KPH

Booking/Production Manger for local band el Scorcho, 2000; Local Musician Zachary Aaron, 2002; Local Musician Ryan Duggan, 2003; local band The Paper Star Company, 2001, currently for Clancys Bar.

REFERENCES

Cat Fobi – Writer/Director/Producer CatBird Productions
310-766-5778 / cat.fobi@gmail.com

Daryll Harkless – Executive Producer FloodGate Media
562-243-3943 daryll@floodgatemediacom