

MAYA REDDY

Education

Claremont McKenna College *Claremont, CA* **May 2014**
Bachelor of Arts in Film Studies and Government

Experience

Unit Production Manager, "It's Magic!" *Los Angeles, California* **Feb 2012**
Managed the budget of this short film, assisted in casting as well as talent and crew management on set, composed call sheets and oversaw props and equipment.

Intern, The Mark Gordon Company *Santa Monica, California* **Oct 2011-Present**
Assists in general office duties including providing script coverage.

Production Assistant, Coppola Productions UK *London, U.K.* **July 2011-Dec 2011**
Created production packages and composed the budgets for two feature films and a West End stage production. Assisted in the management of a talent website, as well as casting for various projects. Further contributed with providing script coverage for several projects in production.

Cashier, CMC Hub Store *Claremont, California* **Aug 2011- Feb 2012**

Leadership Experience

APAM; Mentor *Asian Pacific American Mentoring Program* **Aug 2011-Present**
Counsel and mentor to incoming freshmen with the intent to smooth their transition into college.

CMS Athenas Varsity Golf Team **Aug 2010-Present**
Social Chair of the team, in charge of team bonding, community service and fundraising.

Studio 47 *The Film Club of the Claremont Consortium* **Jan 2011-Sept 2011**
Spearheaded the production of a short film festival.

ASCMC Senate *Associated Students of Claremont Mckenna* **Aug 2010-May 2011**
Participated in passing and amending new policies to enhance student life.

Admissions Volunteer **Aug 2010-May 2011**
Responsible for ensuring that prospective students have a quality visit.

Shelby's Rules Foundation *Non-Profit Organization* **Dec 2008 - June 2010**
Facilitated publicity at five high school campuses for a foundation that promotes awareness of the effects of alcohol to teenagers.

Skills

- Microsoft Word, Excel, and Powerpoint, iWork suite, Final Cut Studio suite, iMovie, iDVD, iWeb, Garage Band, Final Draft, Photoshop.
- Operation of high definition video cameras, and SLR digital cameras.
- Spanish (conversational), Arabic (proficient)
- Script coverage, film packaging, and budget compilation (proficient)

Referrals

Available upon request.

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