

Nick Murphy

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Employment

20th CENTURY FOX/ALLIED INTEGRATED MARKETING

Various U.S Locations/Travel

Audio/Video Technician

- Set up and tear down filming tent and equipment at multiple charity/promotion and consumer events
- Light and shoot numerous consumers/clients/T.V. and radio personalities against green screen
- Edit all of the days footage and insert the people into FOX movie clips
- Upload the completed clips
- Travel to several U.S. cities and work/set-up with different marketing teams in each city

NICKELODEON TELEVISION

North Hollywood, CA

On Set P.A. Multi-Camera Sitcom

Just Jordan

- Help the crew and talent with scene rehearsals
- Coordinate the shooting schedule with the crew to escort talent to set
- Help the cast and crew with the Network Run Thru for the current episode
- Assist the Director with filming the Network Run Thru for notes
- Help log out talent for the next day and execute call sheets to the proper departments

BRAVO TELEVISION

Hollywood, CA

On Set/Office P.A.

The Victoria Beckham Show (CTA Productions)

- Run errands for the office
- Coordinate schedules with the Production Coordinators and Producers for the show
- Set up base camp for production crew
- Help the crew move equipment from location to location
- Make runs from base camp to the production office

MARVEL FILMS

Beverly Hills, CA

On Set Production Assistant

Iron Man (Iron Works Productions)

- Lock up positions for scenes
- Escort 1st Team to and from Base Camp
- Maintain crew member schedules
- Run errands and perform special duties for various departments
- Ensure the entire production runs as efficiently as possible

WARNER BROTHER STUDIOS

Burbank, CA

Office P.A.

The Dukes of Hazzard (Hazzardous Productions LLC)

- Make copies of scripts, crew and cast lists, and feature production logs
- Fax important documents and other related materials
- Run contracts and various agreements to and from different production and accounting offices on the lot
- Manage and transfer heavy phone lines
- Set up production and location meetings
- Make runs as needed for the production

MTV TELEVISION

Santa Monica, CA

On-Set Production Assistant

My New Best Friend

- Work on Locations to assist crew with various duties
- Transport Cast and Crew to and from base camp and location
- Set up and break down of various sets and locations
- Organize cube truck and equipment
- Help set up audio and visual equipment

THRESHOLD SOUND AND VISION

West Los Angeles, CA

Temporary Receptionist

- Meet and greet clients, schedule messenger service, process and create shipping orders and requests, log in and out media and tapes
- Update and organize files, faxes, retrieve overnight phone messages and e-mails
- Reserve parking for clients; manage heavy phone lines

TRI-COAST STUDIOS

Culver City, CA

Assistant Post Production Coordinator

- Coordinate the daily flow projects, flow charts and submissions for executive staff
- Log, capture and organize various clips, trailers, and reels; dub dailies, promos and other media as needed
- Communicate with clients and other production houses regarding status of upcoming and current projects
- Manage heavy phones, QC completed projects and ensure the entire office runs smoothly and efficiently

Education**AUGUST 2002 THE LOS ANGELES FILM SCHOOL** Los Angeles, CA

Degrees: Major in Directing (Minors in Cinematography/Editing)

Top of class graduate; one of sixteen out of class of 40

Computer Skills

IBM/MAC proficient, Windows 95/98/00/XP, 7, AVID DV Xpress Pro, HD, Media Composer 6.0, Adobe Premier, Photoshop, Final Cut Pro, FCP X, Movie Magic Budgeting and Scheduling, Quick Time, DVD Encoding

Internships**THE DONNERS COMPANY**

Beverly Hills, CA

Creative Development Intern

- Research scripts and upcoming development deals within the company
- Answer phones and run errands for the assistants and The Donners.
- Install various audio/visual equipment throughout the office

PRINCIPATO-YOUNG ENTERTAINMENT

Beverly Hills, CA

Head Intern

- Coordinate with the other Office Assistants the daily mailings and submissions
- Assist in project development
- Fax, file, scan and fulfill other clerical duties
- Fill in for other assistants as needed, manage phones and organize the managements schedules, meetings, and activities
- Supervise and train other interns

COLUMBIA/SONY PICTURES

Culver City, CA

Domestic Distribution Intern

- Attend Press Junkets and assist in multiple duties
- Script Coverage
- Assist in special marketing projects and related territories pertaining to current projects
- Research information for upcoming and current distribution

References available on request