

Ronnie Rios

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Work Experience

- Big Bang Films** **January 2013 - April 2013** **Lima, Peru**
- Office assistant, organized schedules, phoned potential clients for trade on behalf of the company, assisted in meetings with clients
- Production assistant for feature, *Japy Ending*, communication facilitator between departments, ran errands
- Assistant writer and camera operator for web series, "El Banco de Henry Spencer" for BBVA Continental Banking
- Great Healthworks** **December 2012 - January 2013** **Fort Lauderdale, FL**
- Office/Production assistant on company commercials, communication facilitator, food/emergency runs, ran errands
- Class 5 Films/Olympus Pictures** **Sept. 2011 - October 2011** **New York, NY**
- Office assistant, organized scripts, sent out call sheets, faxed documents, ran errands
- Production assistant for feature film *Thanks For Sharing*, facilitator between departments, crowd control, ran errands
- G-Unit** **July 2011 - April 2012** **New York, NY**
- Office assistant, emailed potential interviewees, scheduled and organized interviews, ran errands
- Production & camera/lighting assistant for various company shoots including interviews and music videos, communication facilitator
- Video editor for online content, taking direction directly from G-Unit's A&R representative
- Post Production Center at NYU Tisch** **June 2011 - July 2012** **New York, NY**
- Receptionist, logged students into system, answered phones, filed and organized paperwork, kept reception area and editing suites clean
- Technical assistant, assisted students with any editing concerns

Education

- New York University** **June 2010 - May 2012** **New York, NY**
- Undergraduate at Tisch School of the Arts for Film/TV Production, B.F.A. Spring '12, GPA: 3.79
- Florida International University** **June 2008 - May 2010** **Miami, FL**
- Undergraduate Liberal Arts, Associate's Arts Degree '10, Certificate in Film Studies, GPA: 3.58

Skills

- Bi-lingual (Spanish), driver's license, comfortable with Mac and Windows, Word, Excel, freelance editor (separate resume upon request), Final Cut Pro 7/X, Photoshop (basic), Dreamweaver (basic), familiar with 7D/5D & Rebel t3i, guitar, thick skin and motivated

Production: On set PA, grip, editor