

CHRISTINE DEMARTIN

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ASSISTANT EXPERIENCE

Assistant to the CEO VESUVIO ENTERTAINMENT April, 2008 – May 2013

- Assisted producer/manager Greg H. Sims
- Responsibilities include: rolling calls, maintaining calendar, organizing travel, and research. Hired interns, ordered supplies, bookkeeping, banking and anything else necessary for the efficient running of the office and Greg's home.
- Maintained the records of shareholders investments.
- Helped in evaluating and working with different angel funding ventures.
- Some personal duties.

Assistant to Producer BAUMGARTEN PRODUCTION May 2007 – Nov. 2007

- Assisted producer/manager Craig Baumgarten
- Responsibilities included: rolling calls, maintaining calendar, scheduling appointments, organizing travel, research, and personal errands.
- Complied chain of title documentation.

Assistant to Talent Agents THE ARTISTS AGENCY Sept. 2002 – Feb. 2007

- Assisted talent agents Bruce Tufeld and Michael Livingston at well-established small, busy agency.
- Responsibilities include: Acting as liaison between agents, casting directors, and talent. Rolling calls, maintaining calendar, research.
- Made casting suggestions and scheduled appointments.
- Providing technical support for office. Assisted office manager in various tasks.
- Have worked several busy pilot seasons.
- Assisted literary department with script coverage.

PRODUCTION EXPERIENCE

Exec in Charge of Production	BEHIND YOUR EYES	Vesuvio Entertainment
Associate Producer	KILLS ME (music video)	Vesuvio Entertainment
Assistant to the E.P.	NEVER BACK DOWN	Summit Entertainment

EDUCATION

B.S. in Liberal Studies Communication Emphasis, Excelsior College, Albany, NY

SKILLS

Proficient in MAC/PC operating systems. Knowledgeable in Microsoft Office, Outlook, Filemaker Pro, Quickbooks, Breakdown Services, Final Draft, Movie Magic Budgeting and Scheduling.