

MARISA LAURANCE

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ADDRESS: 923 6th St Apt 10 Santa Monica, CA

Industry Experience

Television Show	Position	Date	Company
<i>Criminal Minds: Beyond Borders</i>	Office PA	July 2015 – Present	ABC Studios
Film	Position	Date	Company
Multiple Projects	Producer's Assistant	October–Dec. 2013	Lightstream Pictures
Multiple Projects	Office Intern	June–September 2013	Lightstream Pictures
<i>You Think You Know Someone</i>	1 st Assistant Camera	August 2011	Oslo Road Pictures
<i>Greencard Warriors</i>	Production Assistant	July 2011	Sirenic Films & Media
<i>Dreamland</i>	Production Assistant	April 2011	American Film Institute
<i>Trade Up</i>	Production Assistant	October 2010	Rx Productions
<i>Adam West Hits on You...Hard</i>	Office PA	August 2010	Funny or Die Presents/HBO
<i>Fly Away</i>	Intern	June–July 2010	Cricket Films

Film Projects

Film	Position	Date	School
A Fatal Error	Director, Writer	November 2009	University of California Irvine
Xzotica: Segments	Set Construction, Lighting	May 2009	University of California Irvine
9-to-5 Hero	Production Assistant	December 2008	University of California Irvine

Other Professional Experience

Crazy Horse Investments, LLC

Commercial Property Management Assistant

November 2010 – June 2015
Manhattan Beach/Simi Valley, CA

Santa Monica College Bookstore

Salesperson/Cashier

December 2011- June 2015
Santa Monica, CA

Education

University of California Irvine, Irvine, CA

Class of 2010

- Bachelor of Arts in Film and Media Studies, Minor in English
- Dean's Honor List: Fall 2006, Fall 2009. Grade Point Average 3.38

Skills

Computer

- Computer-literate. Adept with both Macs and PCs.
- Proficient with Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook), Celtx, Final Draft, Final Cut Pro, Photoshop, and Adobe Acrobat Professional.

Language

- Moderately proficient in Italian.

Office

- Well versed in coordinating meetings, liaising with multiple departments, managing company calendars, general administrative duties, researching, and providing phone coverage.