

## Mark Alexander Sandoval

4455 Colbath Ave. Apt# 302, Sherman Oaks, CA, 91425

(248) 417-2657

msando1987@gmail.com

### EDUCATION

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**The University of Michigan**, Ann Arbor, Michigan Winter 2010

*Concentration in Screen Arts and Cultures: Media Production*

- Completed the following related courses: *Film Theory, Television Theory, Filmmaking, American/Latino Culture in Media, Psychology and Sociology.*

### PREVIOUS EMPLOYMENT

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**Ostrow and Company**, Film Scout and Executive Assistant, Beverly Hills, CA 2013

- Worked for a Producers Representative Firm that handled negotiation for distribution on behalf of our filmmaker clients.
- Started as a film scout, looking for films that met the standard for the company and spoke with the filmmakers about representation.
- Soon began to also work in house as a sales representative and became the assistant to the head of the company.
- Handled introductions and meetings with distributors for our clients at the American Film Market 2013 in Santa Monica.

**Gilbert Films**, Intern, West Hollywood, CA Winter 2013

- Provided screenplay coverage.
- General Office Work (Copies/faxes, Errands, Answering Phones, Organizing, etc.)

**CIG Corp**, Project Support Intern, Southfield, MI 2011-2012

- Managed moving 25 employee office and infrastructure to a new location and oversaw remainder of the new location construction.
- Performed special tasks for all departments, including running errands and preparing materials for clients
- Took over IT department upon arrival to new office.
- Managed the phone system, IT equipment, the security door system, and all AV needs for the office as well as being the main contact person with the building.

**The Michigan League**, Server and Trainer, Ann Arbor, MI 2010-2011

- Catered and provided food service to various events ranging from 20-300 guests.
- Trained new employees due to exceptional performance and thorough understanding of duties that were required.

**Chair Cover Express**, Inventory Logistics Coordinator, Ann Arbor, MI 2008-2011

- Worked in small warehouse keeping inventory, preparing the products for shipping, and cleaning all returned items.
- Delivered, set-up, and picked-up for events ranging from 25 to 400 people.

**The Hantz Group**, Intern, Southfield, MI Summer 2007

- Growing Commercial Risk Insurance Department.
- Solicited Michigan companies offering insurance to potential clients.

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### **SKILLS AND INTERESTS**

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- Capable in Microsoft Office programs (Mac and PC).
- Teamwork: All films and paid employment required working in groups and creating strong mentalities in working with others.
- Problem solving: Regardless of Office, Serving, Warehouse, or Film Set environments, I have always had to be able to solve any problem quickly with what I have around me. I am able to keep a calm demeanor and handle problems quickly and professionally.
- Interests: Movies, film development, exercise, racquetball, cooking, microbrew beers, playing sports and other competitive games.

### **References**

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- Richard Gonzales, COO at CIG Corp: 248-827-1010
- Anna Fleury, short film director previously worked with: 313-467-9088