
ROBERT ADRIAN YARBROUGH

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EXPERIENCE

PRODUCTION

- Served as Personal Runner, transporting cast and crew between locations and handling equipment delivery on a fast-paced schedule.
- Managed Post-Production meetings, acting as liaison between client and producer, providing updates to the team and ensuring positive client experience.
- Coordinated with Facilities Department for office inventory and organization across three offices.
- Provided support to the Grip Department, helping with unloading equipment, cable wrangling and scene preparation.
- Assisted the Camera Crew with slating and taping camera positions.
- Supervised ushering duties for large-scale, live productions that attracted over 300 attendees.

WRITING

- Composed detailed script-coverage, highlighting story-structure, character arcs and finalizing commercial potential.
- Documented detailed summaries on production progress and necessities, averaging 70 WPM.
- Researched script essentials for screenplay in development, compiling a story-bible by incorporating as well reimagining historical elements.
- Collaborated as head Ghost-Writer and Editor for Chapman University Advance Placement and Thesis films.
- Completed two feature screenplays and two original pilots for television that included concept art.

EDITING

- Assisted Editors with file conversion and transfers, B-roll acquisition, QC subtitles and audio.
- Edited and finalized independent films, 30+ reels, :30-:15 internet ads, trailers and pitches utilizing Final Cut, Adobe CS6 and Avid software.
- Created chapter titles for foreign-DVD English distribution and copied and verified DVD quality.
- Designed DVD cover art for promotion of an independent film.
- Synchronized sound manually when PluralEyes was unavailable.

ADDITIONAL SKILLS

- Proficient with Mac and PC Computers, including Microsoft PowerPoint, Word and Excel.
- Managed projector in the Manhattan Beach Studio Media Campus screening room for confidential Marvel dailies, private screenings and PowerPoint presentations.
- Organized computer files on hard-drives using FileMaker Pro.
- Prepared Executive Board Meeting with the focus of promoting MBS Media Campus; attendees included John Landau and David Zelon.
- Provided office support by screening calls, distributing mail throughout the office, greeting clients and guests at the front desk and updating company calendar.
- Assisted Vault Department with tracking and shipping commercial reels using Xenix.
- Teach after-school program "Watch Me Act" for ages Kindergarten through 5th Grade, introducing children to theatre and acting through various exercises and games.

EMPLOYMENT

Watch Me Act; Torrance, CA (May 2014 - Present)	Teacher
Blue Room Post; Manhattan Beach, CA (June 2011- Present)	Production Assistant
Big Logo Advertising; Manhattan Beach, CA (June 2011 - Present)	Producer's Assistant
Riot Games; Santa Monica, CA (December 2013 - March 2014)	Facilities/Production Temp
Eyeworks; Redondo Beach, CA (January 2012 - March 2012)	Production Assistant
Ascent Media; Santa Monica, CA (Summer 2009)	Vault Assistant
Reactor Films; Santa Monica, CA (Summer 2008)	Production Assistant
Tuesday Films; Santa Monica, CA (Summer 2007-2007)	Production Assistant

EDUCATION

Chapman University, Dodge College of Film and Media arts
Bachelor Arts - Screenwriting (GPA: 3.4)