

# MARGOT CARVALLO

## PRODUCTION ASSISTANT – LOCATIONS DEPT.

Atlanta, GA

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### PRODUCTION EXPERIENCE

TV/Film	Position	Supervisor
<b>Far Away</b> (Phoenix 4 Productions – 2014)	Production Coordinator	Javier McIntosh
<b>Kendra Norwood</b> Photo Shoot (Studio 11 - 2014)	Production Assistant	Sharon Tomlinson
<b>Kendra Norwood</b> Music Video (Studio 11 - 2014)	Production Assistant	Sharon Tomlinson

### LIVE EVENTS EXPERIENCE

Music/Stand Up Shows	Position	Supervisor
<b>Reflexiones Sobre Venezuela</b> (R&R Productions 2014)	Production Assistant/Camera	Joe Hernandez
<b>Ilan Chester</b> (R&R Productions 2014)	Logistics/Ticketing	Ruben Navarro
<b>Emilio Lovera &amp; Amilcar Rivero</b> The Bus Tour (2013)	Production/Logistics/Ticketing	Ruben Navarro

### MEDIA RELATED EXPERIENCE

#### PAST

High School diploma from: C. E. Valle Abierto in 2001, in Caracas-Venezuela.

Two years as a P.A. for Fashion Show.

Mass Media Journalism Program - I applied my P.A. skills on tasks that ranged from: artist negotiations, booking, & logistics to the elaboration of the show grid in 4 stages simultaneously, while being the Key P.A. for international Latin artists.

### EDUCATION

Masters of Science Program at Full Sail University in Orlando FL

Masters Degree in Entertainment Business (2009)

Production Assistant Training Seminar (2014)

**Producing** – I identify specific needs of the production depending on the project, & locations, providing solutions & completing assignments, such as: breaking down scripts, assembling a football, making sides & production reports, as well as applying the script into Movie Magic software, while being proactive.

**Editing** – I am efficient at editing in Final Cut Pro. I'm able to edit non-linear clips, clean and cut the material and add effects and finishes.

I interned at Tree Sound Studios, in 2010, I managed clients & equipment, set up recording sessions with: professional microphones, drum sets, string instruments, pianos as well as hard gear into consoles. I was a P.A. who also helped organize events at their studios as well as dealing with artists invited to these special occasions.

I interned at FM Center in 2005 (Caracas-Venezuela), I was a P.A. and produced a 5-minute history & literature section for "Imaginación Sin Límites" a 2-5pm week day live talk show.

### TECHNICAL SKILLS

Microsoft Office software, Final Cut Pro, Avid Media Composer & Apple Equipment.

### TV PRODUCTIONS

In 2005, I worked as a P.A. in Fama, Sudor y Lágrimas at the Varieties Production Department at RCTV, a Venezuelan version of American Idol, this was shot in live format. My role as a P.A. was to support the team in pre-production stages as well as creating VTRs to show behind cameras with contestants. I also participated as a Producer in post-production stage while getting the show to its correct length.

### MEMBERSHIPS

Disaster Action Team and Dispatch Team for the American Red Cross

### REFERENCES

Melissa Palacios

404-317-4328

Joe Hernandez

404-281-6594