

GEENA RAMIREZ

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SELECTED PRODUCTION EXPERIENCE

STRINGS

WEB SERIES, DIRECTED BY STEPHEN BROOKS
ART ASSISTANT, SET PA

WEST COAST CUSTOMS

SERIES, K.O.C. PRODUCTIONS
OFFICE/ KEY SET PA

FILMON TV NETWORKS

WEB SERIES, ALKI DAVID LLC
KEY SET PA/ ART DEPARTMENT ASSISTANT

GETTING REAL DOCUMENTARY FILM CONFERENCE

THE INTERNATIONAL DOCUMENTARY ASSOCIATION
OFFICE/ SET PA

COMIC-CON PARTY IN THE PARK

EVENT, MTV-2
PA

DITCH DAY MASSACRE

FEATURE, WATER TREE MEDIA INC.
SET PA/ ART DEPARTMENT ASSISTANT

SKILLS

Microsoft Office
Photoshop
Final Draft
FileMaker Pro
Google Docs, Sheets, Drive
Mac & PC

Knowledge of camera, grip, lighting and audio equipment

EDUCATION

BACHELOR OF ARTS IN FILM & TELEVISION
PRODUCTION
JUNE 2013 | CALIFORNIA STATE UNIVERSITY,
LONG BEACH

EMPLOYMENT HISTORY

FRONT DESK, OFFICE ADMINISTRATOR

12.14 – 3.16 | MARVEL ENTERTAINMENT, LOS ANGELES

- Answer all incoming calls to Marvel Animation Office
- Arrange flights and manage travel itineraries for executive staff
- Manage office calendar, schedule meetings and phone conferences
- Perform daily office duties (printing, scanning, shredding, distributing documents)
- Maintain office supply inventory, ordering supplies when needed

OFFICE PA/ EVENT PA

1.14 – 12. 14 | PROPHECY GIRL FILMS, LOS ANGELES

- Organize production binders and digital assets
- Handle social media marketing accounts for clientele
- Draft press releases and expand editorial outreach
- Check in guests, set-up/breakdown materials, and sell merchandise at events

INTERN

10.13-12.13 | THE DOCTORS TV SHOW, LOS ANGELES

- Research show topics and log voicemails
- Recruit sponsorships for Holiday Special
- Pull media stills and find news affiliate packages
- Ensure the comfort and enjoyment of guests on show date