

Frank V.V. Boss Jr.

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SUMMARY OF QUALIFICATIONS

Production Assistant offering over 7 years of experience derived through years of a creative entertainment background. Possesses broad based knowledge and practical application of weekly projects for commercial and broadcast purposes including but not limited to clerical support for the last three years. Currently serving as a **Production Assistant** working with a crew of five creating and producing shot-form films and videos. Subject matter expert in all aspects of video production; including creative writing, visual and story structure, performing camera equipment & lighting setup, video and sound recording and editing digital video for a variety of post-production projects . Winner of two distinct creative awards in 2013 for music videos. Proven ability to handle a variety of simultaneous projects and work under high-pressure deadlines. A dedicated team player who instinctively knows when to take charge, and when to follow directions of others. Possesses over 10 years of management experience and over 7 years of experience in pre and post production.

Areas of expertise:

- Event Management
- Using radios and headsets
- Lock-Ups, Call Outs, Daily & nightly duties
- How to communicate in production language
- Set and Office etiquette
- Script revision and distribution and CALL Sheets
- Setting up cameras & lighting

EDUCATION

Bachelor's Degree - Business Administration

University of Phoenix, San Diego, CA

Jul 2008

Writer's Guild Foundation Veterans Writing Project

Writer's Guild of America West - Los Angeles, CA

Nov 2016

Production Assistant (PA) Training

Sony Digital Motion Picture Center (DMPC), Culver City, CA

Jun 2015

Advanced Digital Film Production - Certificate

Grossmont College El Cajon, CA

Mar 2013

- Dean's List, Sep 2008 & Sep 2012

PROFESSIONAL EXPERIENCE

Production Specialist

Mar 2013 – Present

Seacoast Multimedia San Diego, CA

- Manage video projects from conception to final edit, working with clients, the executive producer and production staff to ensure the highest production value.
- Professional cameraman for short films, music videos, legal and other originally created videos. Expert understanding of visual and story structure, professional video & film cameras such as the GoPro Hero4, Panasonic HMC-150 and Cannon DSLR's (5D, 6D and 70D).
- Edited, encoded and mastered over 100 original video projects for clients including Sempra Energy.

- Operate professional lighting, sound mixing equipment, Shape Steady Cam, a shoulder rig, and multiple external microphones (stand alone, lavalier, on camera).
- Manage multiple projects simultaneously, constantly meeting client deadlines through all stages of production.
- Ensures maintenance of video library and catalog has zero defects and 100% accountability.
- Manage, organize, and archive 500+ video tapes and DVD's valued at over \$17K.

Production Assistant (PA) Training - Sony Digital Motion Picture Center (DMPC)

June 2015

Culver City, CA

The theory and practical application for features—high and low budget, episodic TV, reality TV, commercials and music videos.

- How to anticipate the needs of a production
- Hands on training with equipment: building a catering/holding area
- Using radios and headsets
- Set protocol (do and don'ts of the business) Comprehending production paperwork
- Lock-Ups, Call Outs, Daily & nightly duties
- How to communicate in production language
- Set and Office etiquette
- Script revision and distribution and CALL Sheets

Production/Camera Assistant – ‘Is Anybody Listening’

December 2014

Los Angeles, CA

Documentary on how veterans cope with coming back from combat and war.

- Assisted Director
- Assisted with camera setup
- Slated shots
- Assisted with lighting and sound

Production Assistant Intern

Dec 2012 – Mar 2013

Seacoast Multimedia, San Diego, CA

- Received the Award of Merit the Indie FEST for 'Feels Good' Music Video selected from over 2,000 international entrants in 79 countries.
- Created, wrote, directed, and edited an original award-winning music video 'Feels Good' budgeted at \$2,500.
- Assisted on 3 commercial productions for Kids Echo Club, The Interview of Director Gabriela Cowperthwaite 'Blackfish,' and Smart Space Promotional Video.
- Trained in Basic 3D Animation in After Effects, color correction, visual effects, advanced editing techniques and advanced mechanics of filmmaking.
- Assisted in editing and graphic design for 4 videos.

Business Owner/Background Investigator

Power Find Business Intelligence, San Diego, CA

Jun 2001 – Aug 2012

- Developed and built business from start up to generate 5-figure sales annually; established strong 4-account government client base over a 10 year period including over 20 commercial client accounts.
- Increased sales year-over-year from 5%-6% and built credibility with long time clients introducing new marketing and business intelligence tools.
- Managed, created and delivered over 2,500 narrative reports in a timely manner to all government clients which led to the employment of government agents as well as over 40 market intelligence reports in 5 years.

MILITARY EXPERIENCE

Intelligence Analyst/Sergeant

1988 - 2001

United States Marine Corps, Camp Pendleton, CA

- Awarded Joint Service Commendation Medal for improving the classified information security conditions and operations during deployment with The Coalition Joint Task Force in Kuwait.
- Supervised a 5 man team of Marines; ensured they were mission ready and current on all training.
- Managed daily intelligence operations, created and implemented security training and staff reports.
- Managed database of national interest reports, created and delivered briefings and presentations to Senior Leadership.

TRAINING

After Effects Compositing: Intro to VFX

Lynda.com

Apr 2016

Premiere Pro and After Effects: Enhancing Production Value

Lynda.com

Mar 2016

Premiere Pro: Color Correction and Enhancement

Lynda.com

Mar 2015

Commercial Editing Techniques with Premiere Pro

Lynda.com

Mar 2015
