
DARIO SOTO

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FILM / TELEVISION EXPERIENCE

SET PA, BAR RESCUE (SPIKE TV) – EPISODE 448

JANUARY 2016

SET PA, “MONSOON” (2017) – FEATURE FILM

OCTOBER – NOVEMBER 2015

- Lead transportation for talent door to door, called talent to set, wardrobe and makeup departments
- Insured safety of talent, crew and equipment; deterred public interference on set for on-location shoots
- Coordinated communication with all department heads and reported minute-to-minute progress to First AD

KEY SET PA, “JUSTICE SERVED” – FEATURE FILM

MAY – JUNE 2014

- Created, distributed, and revised Call Sheets for approval; collected signatures for SAG paperwork
- Lead supervisor for the Assistant Directing Department under the direction of First AD; coordinated lockdown of sets

SCRIPT COVERAGE INTERN, JOSEPHSON ENTERTAINMENT

JUNE – AUGUST 2013

- Provided thoughtful script coverage in a short turnaround time of spec scripts, books, and unpublished web material
- Transcribed business and conference calls into concise notes, managed multiple phone lines and rolled calls
- Carried out supply runs and errands, filling the roll as event staff for on-site premiere screenings

SHORTS / BRANDED CONTENT EXPERIENCE

DEVELOPMENT ASSISTANT, KAREN SOMERS AND COMPANY

APRIL – JUNE 2017

- Provided concise research coverage of subjects and associated data; compiled contact lists for principal follow up
- Produced compelling pitch packages in digital format, taking notes and revising until package is engaging and concise
- Performed copyediting tasks with high attention to detail, making second passes at dated pitches

SET PA, AARP BRANDED VIDEO, KAREN SOMERS AND COMPANY

APRIL 2017

SET PA, “TRYST” (2016) – SHORT

MARCH 2016

SET PA, “THE PERFECT TIME” – DIGITAL SHORT, LIFE TEEN INC

NOVEMBER 2015

RELEVANT EXPERIENCE

OFFICE MANAGER, FIRST CHOICE PETROLEUM

SEPTEMBER 2015 – JANUARY 2017

- Managed office affairs including answering phones, billing, inventory, correspondence, and distributing mail
- Managed multiple schedules and dispatched employees to service calls, triaging for maximum efficiency
- Developed reliable customer relations for new and repeat customers, maintaining loyal business relationships

EDUCATION

BACHELOR OF ARTS, Film Production

Herberger Institute for the Design and the Arts – Arizona State University, Tempe, AZ

SKILLS

- Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Google Drive, Gmail, Docs
- Data/File Management