

ALEX KAPLAN

1274 S Beverly Glen Blvd.
Los Angeles, CA 90024

alexkaplan55@gmail.com

516-652-7252

EDUCATION

UCLA School of Theater, Film and Television

Professional Program in Screenwriting

Los Angeles, CA

May 2010

University of Maryland, Arts and Humanities

Film and Media

College Park, MD

May 2009

⌘ Cumulative Grade Point Average: 3.1

⌘ Academic Honors (Dean's List): Fall 2006, Fall 2007

EXPERIENCE

Motion Theory

Los Angeles, CA

Nov 8 2010 – Nov 18, 2010

⌘ Was hired for two weeks to work with production. Bought equipment and created set pieces for shoots in the studio

⌘ Went on runs, efficiently fixed things around the studio, and also made sure the clients that came in were taken care of

Charity Pictures

Los Angeles, CA

Oct 03, 2010 – Oct 28, 2010

⌘ Worked under the Director for the film, Homeless in Los Angeles, and facilitated communication between the departments

⌘ Found locations for shooting and handled the lunch for all the crew

TJ Hoban Productions

Los Angeles, CA

Sept 15, 2010 – Sept 18, 2010

⌘ Worked directly with the AD and made sure no one interfered with each scene take for a pilot show called Beach Patrol

⌘ Ran errands for the Director and Producer and also comforted the talent before each take

Personal Assistant to Daniella Fedderman

Los Angeles, CA

April 2010 – June 2010

⌘ Set up and drove her to all her appointments for the week

⌘ Ran errands and kept an organized schedule so she knew what she had to take care of for the day

Principato – Young Entertainment

Los Angeles, CA

September 2009 – March 2010

⌘ Read and wrote in-depth script coverage for future wide release movies

⌘ Sought out potential clients by watching film reels and/or reading their scripts; organized the manager's weekly calendar

MTVU

New York, NY

June 2008 – August 2008

⌘ Actively informed the creative department with new ideas that would make MTVU shows more modern and exciting

⌘ Created beat sheets and handled the boom microphone on the set of the show The Engine Room

COMPUTER SKILLS

⌘ Proficient in Microsoft Suite (Word, Excel, Outlook, and Power point) Final draft