

# Marissa L. Carus

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## EXPERIENCE

### Electronic Arts Los Angeles

#### **Project Manager - Epoxy Outsourcing**

Responsibilities include:

- Creating production schedule for video game assets for Vendors
- Managing relations between The Game Team and the Vendor
- Compare and approve bids from vendors

### Chicaray Films LLC, LA - Mister Fix It

#### **Production Manger/Supervisor**

Responsibilities include:

- Creating budget for production
- Keeping production on budget
- Daily operations of film and crew
- Hiring film crew
- Making offers to all cast except for Above-the-line/Stars
- Making initial deals with vendors
- Scheduling equipment and vendors
- Prepping and approving cast & crew payroll
- Approving filming schedule

### Afraid of the Dark LLC, LA - Reeker

#### **Production Manager/Supervisor**

- *Responsibilities see above*

### Cinetel/Sunset Films, Hollywood - Crawlers

#### **Production Coordinator**

Responsibilities include:

- Reporting directly to UPM (Unit Production Manger)
- Daily operation of the Production Office, including initial set up; Phone system, DSL, office equipment etc..
- Hiring office staff which includes: Asst. Production Coordinator, Production Secretary and Production Assistants
- Preparing and Checking the Daily Production Report
- Checking the actors' time sheets (Exhibit G) before UPM approval
- Cast and crew accommodations and travel plans if needed
- Coordinating the delivery of scripts and revisions cast and crew

### Cinetel/Sunset Films, Hollywood - The Pandora Project

#### **Production Coordinator**

- *Responsibilities see above*

### Twentieth Century Fox , LA - Welcome to Mooseport

#### **Production Coordinator, Re-shoot**

- *Responsibilities see above*

### 7.23 Production LLC, Hollywood - Romantic Moritz

#### **Production Coordinator**

- *Responsibilities see above*

### Fox 2000 Pictures, LA - Catch That Kid

#### **Asst. Production Coordinator**

- *Supported the Production Coordinator in all the above*

## EDUCATION

**New York University, Tisch School of the Arts**, BFA in Film & TV Production UCLA Award in Accounting Programs (Intermediate Level)

## SKILLS

Computer Programs: - Excel, Fetch, File Maker Pro, Quicken, MS Word, WordPerfect, AmiPro, Approach, Adobe Photoshop (Basic), Adobe Go-Live (Basic), Movie Magic Budgeting & Scheduling - Film Budgeting, Film Schedule & Breakdown, Book Keeping

## MEDIA/PRODUCTION

### Pennchris International Media, Ltd. - NY

International Media Consults

#### **Accounting Manager**

- Reconciled all company bank accounts.
- Responsible for accounts payable & receivable.
- Generated expense reports for clients.
- Setup petty cash procedure.

#### **Sales Associate**

- Analyzed, Reviewed, Recommended films for sale to Premium and PPV channels.
- Drafted simple sales and licensing agreements.
- Assisted in launch of foreign cable channel in Istanbul.

#### **Office Manager/Administrative Assistant**

- Assistant to the CEO of Pennchris

### Pacific Rim Media, Inc., - Honolulu, HI

Documentary Production Company

#### **Production Manager/First Mate**

- The Fatuhiva Expedition. - A documentary on the Bishop Museum's scientific survey, by sail boat, of flora and fauna in the Marquesas Islands

### Salon Films Ltd. - Hong Kong

Feature & Commercial Production Company

#### **2nd AD, Continuity & Wardrobe**

- Commercials

#### **Wardrobe**

- Pick-up for ABC's movie-for-TV, Out on a Limb

#### **Assistant Casting**

- Extras for the Movie Tai-Pan

#### **Assistant Production Coordinator**

- *The Chang Family Saves the World - Touchstone Television Pilot*
- *more, patience - Columbia Tristar Pilot*
- *Star Patrol - Twentieth Century Fox Presentation*
- *Carolina - Bregman IAC, Dis. Miramax*
- *One Hell of a Guy - 7.23 Productions*
- *V.I.P.E.R. - Cinetel*

#### **Production Assistant - NY (Partial Listing)**

- *The Freshman*
- *Teenage Mutant Ninja Turtles*
- *Presumed Innocent*
- *Torch Song Trilogy*
- *Friday the 13th VIII: Jason Takes Manhattan*

#### **Locations Assistant - NY**

- *Ghost*
- *To Forget Palermo*

#### **Craft Service - NY**

- Last Exit to Brooklyn, 800 Extras

#### **Office Production Assistant - NY**

- Leg Work - CBS Television Series
- Lifestyles of the Rich and Famous

References and Production Budgets available upon request