

# Pablo Armendariz

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## EDUCATION:

### Biola University: La Mirada, Ca

Fall 2003- Spring 2008

*Bachelor of Arts – Major: Film Production. Emphasis: Screenwriting*

- Cumulative GPA: 3.0/4.0
- Non-Linear Editing, Screenwriting, Story Theory, Contract Composition

## EMPLOYMENT:

### Border Grill

December 2013 – Present

Restaurant/Catering *Supervisor*

- Manage Front-of-House staff and expedited food to guests
- Sign invoices for bar products
- Roll phone calls to upper management and corporate offices
- Compose event proposals for catering clients. Following up, if necessary

### Green Trailer Productions

June 2015 – October 2016

*Writer | Producer | Script Supervisor on “Roadside Stars” Pilot*

- Composed Pilot and Four Additional Episodes for Executive Producer
- Arranged Craft Services for Auditions and Shoot days
- Secured SAG-AFTRA contracts and invoices
- On-set: Script Supervisor and script alterations
- Won award for “Best Web Series” at LA Independent Film Festival

### Production Assistant

October 2014 – May 2015

*White Light Productions | “Studio City” Pilot*

- Took notes during Table-Reads for Talent, Writer, Producer, and Director
- Escorted Talent to set from Green Room, Make-up, Costume
- Assisted 1<sup>st</sup> AD and 2<sup>nd</sup> AD with call times

### Bankable Script

November 2013 – December 2014

*Screenwriting Coach*

- 4-hour Turnaround time for script coverage
- Consulted Writers on Script Bumps for their next submission
- Wrote Copy for Bankable website

### Zero Gravity (Intern)

September 2013 – November 2013

*Story Analyst*

- Rolled phone calls to Assistants
- Managed office kitchen, ordering products when low
- Completed three script coverages per day

### Estancia Hotel & Spa

March 2009 – August 2013

*Spa Groups Coordinator – La Jolla, CA*

- Handled Spa Front Desk and rolled phone calls
- Master of scheduling/coordinating client services
- Proofed Menu and Ad copy for Spa promotions
- Managed group events and contracts

### Author Geof Jowett

October 2009 – March 2010

*Executive Assistant – Long Beach, CA*

- Composed and distributed e-mail newsletter.
- Arranged International Travel/Lodging for Author

## SKILLS, HONORS AND AWARDS:

- Scheduling/Coordination, Contract Composition, Script Coverage, Screenwriting Platforms: WriterDuet, Final Draft, Fountain
- Became Go-to-Guy in all things Music Copyright and Licensing contracts at Biola University’s Film Department
- “Roadside Stars” Pilot awarded ‘Best Web Series’ at LA Independent Film Festival