

NANCY GAMINO

Los Angeles, CA 90004
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PROFESSIONAL SUMMARY

A dedicated responsible individual with excellent written and verbal communication skills with the ability to work efficiently in a fast-paced environment.

EDUCATION

Columbia College Hollywood — *Bachelors Degree*
Bachelors Fine Arts, Cinema and Television - Emphasis in Screenwriting, December 2019

SKILLS

Computer: *MAC/PC*
Technical: *Microsoft Office, Google Drive, Docs, Spreadsheets, Slides, etc.*
Editing Softwares: *Final Cut, Adobe Premiere, Photoshop, Pro Tools*
Writing Softwares: *Final Draft, Celtx, Writer Duet*
Social Media: *Instagram, Twitter, Youtube, Facebook, Tik Tok*
Languages: *Fluent in Spanish*

PRODUCTION EXPERIENCE

Freelance Production Assistant/Writer, Los Angeles, CA June 2016 - Present

- Editing and finalizing projects/ Planning/writing/storyboard pre-production
- Tracked time for production rehearsals and final production shoots, and managed artists paperwork, payment, and expenses.

CCH Productions Los Angeles, CA June 2015 - December 2019
Production Assistant/Writer

- Experienced in a variety of roles including producing, casting, art design, scriptwriting, script supervision, lighting, and grip/electric
- Ran errands, purchased items for talent and production crew, and fulfilled work order supplies

SELECTED WORKS

"Lulu" (<i>Music Video</i>)	Writer/Director/Editor	October 2019
"Audio" (<i>Feature Film</i>)	Production Assistant	February 2019
"Twigs" (<i>Short Film</i>)	Production Assistant	February 2019
"Moving Away" (<i>Short Film</i>)	Writer	July 2017
"You're Out" (<i>Short Film</i>)	Writer/Director/Editor	June 2017

WORK EXPERIENCE

Yummy.com, Silverlake — *Shift Manager* January 2016 - April 2020

- Motivate employees while assigning tasks throughout the day.
- Set goals for each team member and check-in to make sure goals are met.
- Meet with management to discuss the company's goals and how to accomplish them.