

Moises L. Tovar

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OBJECTIVE:

Work as a Production Assistant on a film set to gain experience and find a specific area of interest in other film departments

EDUCATION:

Film Production Technician AAS *Spring 2020 - Current*
Salt Lake Community College *Salt Lake City, UT*

General Studies Student *Spring 2010 – Summer 2013*
Salt Lake Community College *Salt Lake City, UT*

- *Teacher's Assistant* - Recorded assignments, calculated and organized final grades
- *Stage Manager's Assistant* - Ensured that props, sound, and lights were ready before each performance for the Black Box Theater.

Film Bootcamp *Summer 2012*
Salt Lake Community College *Salt Lake City, UT*

- *Grip Department* – Loaded, unloaded, and moved equipment for a short film

High School Diploma *June 6, 2006*
Copper Hills High School *West Jordan, UT*

EXPERIENCE:

Cannoli (short film) *2012*
Grip – Day player, helped being the dolly grip

Dudes & Dragons (feature) *2015*
Production Assistant – Day player, completed every task that was given

Volunteer Representative *May 2007 – May 2009*
The Church of Jesus Christ of Latter-day Saints *California San Fernando Mission*

Dispatcher *June 2006 – April 2007*
Infinity Transport Inc.

- Recorded pick-up and delivery dates and load numbers using Excel.
- Recorded monthly expenditure receipts for each truck
- Collected Bills of Lading, invoices with confirmation and load numbers for payment
- Calculated total gallons and miles for each truck in each state as a quarterly fuel tax for IFTA.

WORK SKILLS:

- Proficient with a computer, including MS Word, Excel and PowerPoint
- Typing speed 40 WPM.
- Excellent verbal and written communication skills
- Bilingual (English and Spanish).
- Detail-Oriented
- Reliable, hard-working and conscientious

References Available upon Request