

Gabriel Misla

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OBJECTIVE

To become an important asset to the Production by providing my broad expertise and education.

EDUCATION

University of Utah, Salt Lake City, Utah

May 2021

B.A. degree in Film & Media Arts

WORK EXPERIENCE

Super Delicious Production - Holiday Wars/ Halloween Wars

May 2021

Production Assistant duties from wrangling to COVID -19 Officer Assistant.

University of Utah - Capstone Productions

March 2021

COVID-19 Compliance Officer, Key Grip, & Gaffer for various Capstone production; e.g. Prayer, Headlights, Deadline, & festival winner The Second Closet.

University of Utah - Film Production Club

Dec 2020

COVID-19 Compliance Officer for JOYOUS production.

University of Utah - Dermatology, SLC, Utah – Financial Counselor

2014-2021

- Scheduled Mohs Surgery appointments, handled clinical duties that include checking in/out patients, co-payments, and consecutive appointments.
- Created referral shells, and scheduled patients at outpatient locations.
- Created and maintained clinical-software “smart-phrases” and patient-communication templates.
- Updated Derm Murray/ Scheduling Center processes; e.g., Outlook integration, Templates, Spreadsheets, StaffHub setup, and other tech-oriented services.

Corelogic, Sandy, Utah – Account Manager

2009-2014

- Ran largest client portfolio, and other smaller portfolios; used spreadsheets for reporting completed work to clients.
- Served as an intermediary between financial institutions (the clients), and appraisers.
- Trained new personnel on company software and business-oriented communication; e.g., memos, emails, excel sheets, verbiage.
- Ran monthly office newsletter.

HONORS

- Head trainer for the Dominican Republic, Santo Domingo East Mission. *2003
- *3.85 GPA* *2021
- Member of *The National Society of Leadership and Success* *2019
- Assembly-Elect member for the ASUU; representing the College of Fine Arts *2019-2021
- Founder of the Film Production Club at the University of Utah. *2019

SKILLS

- Microsoft Office Suite, Adobe Creative Suite; e.g., Adobe InDesign, Adobe Bridge, Photoshop, Premiere, Final Cut Pro, and more.