

Matthew J. Saez

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Summary

Eager to learn and develop new skills while bringing a helpful and positive attitude to the workplace.

Education

- Graduated from West Jordan High School
- 3-month internship at Hunt electric learning about power, electricity, construction, and fabrication.
- Licensed Life, Accident & Health Insurance Agent in Utah Experience
- Independent Life Insurance Agent - Symmetry Financial Group (2021-present)
- Sales Manager and Resurfacing Technician - Artistic Resurfacing (2018- present)
- Mixologist - Sodalicious (2017-2018) • Fabricator - Hunt Electric (2017)
- Retail Sales Associate - Aeropostale (2015-2016)

Skills

Good multitasker with excellent organizational skills. Able to make decisions under pressure. Skilled in sales both in person and over the phone. Able to do heavy lifting, work effectively on a computer, and work a cash register. Interests I enjoy traveling, seeing new places and trying new things, studying the arts, such as painting, culinary arts, film, and photography. References Upon Request.

Film Experience

“The Graduates”

I was hired on as a first time P.A. on this production. Driving the van with all of the camera department's equipment from location to location was my primary duty, as well as handling, distributing, and tracking all of the crew's radios and surveillance. I was the 1st assistant director's chosen assistant on set to handle calling when sound and camera were rolling and when they cut, handling lockups (including on busy streets) keeping all crew silent during takes and rehearsals, and escorting cast (including name actors) from Wardrobe/HMU to set and their trailers. By the second week I was known as the Key P.A. on set, although my title was never changed on the call sheet.

“My Parents were Abducted by Aliens”

On this production my main job was to manage and keep track of all background/extras. I was also in charge of distributing and collecting background release forms. On set my job was to escort all background to set from holding, as well as keeping all crew silent on set while cast in rehearsing and when camera is rolling.