

Manuela Monsalve

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EXPERIENCE

- Office PA** **Paramount Production: EVIL S4-5 –2023-2024**
- Responsible for morning paperwork, phone receptions, and managing set runs.
 - Experience using Caset, Scenechronize, assistance with merchandise shipping and returns, overseeing office equipment.
 - Keeping track of inventory for producers, accounting, and art departments.
- Camera PA** **New York Comic Con & Electric Zoo–Ticking Clock Prod. —2023**
- Assisted and directed event goers for official social media content.
 - Responsible for keeping track of the day to day shoot schedule.
 - Managed battery and lens swaps.
- Design Assistant** **Suited Atelier – 2023**
- Multi-tasked in shopping for fabrics and buttons for clients.
 - Responsible for delivering products to clients around the city.
 - Managed conflicts relating to tailoring and client specifications.
- Q&A Assistant** **Angelika Film Center – 2023**
- Responsible for setting up microphones and chairs for acclaimed directors/actors.
 - Experience with serving hot food/ beverages and alcoholic products to the customers satisfaction.
 - Assist customers with any concerns about our theater or service.
- Team Leader** **UCF Film Equipment Room – 2021**
- Responsible for assisting students with production check-ins/outs via Zeus Portal.
 - Organized and handled film equipment inventory and editing facilities.
 - sound stage film installation and production assistance
 - Electrical and rigging experience fixing ARRI lights.
- Library Assistant** **South Broward High Library – 2013-2017**
- Assisted in the circulation of over 10,000 books and films.
 - Responsible for keeping track of entire inventory using the dewey decimal system.
 - Managed the library during lunch and classroom hours and dealt with any conflicts.
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EDUCATION

- January 2018 to
December 2021** **University of Central Florida, Honors in Film in the College of Science**
- Bachelor of Fine Arts Honors in Experimental Cinema with a GPA of 3.75
 - Student Cinematheque Co-host/programmer, social media manager, graphic designer.
 - Sunspot Cinema Collective social media manager, graphic designer.
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SKILLS

- Fluent in English and Spanish, Conversational in Italian
- Adobe Cloud, Word, Excel, and Zeus Portal Certified
- 16mm projectionist and Flatbed Editor.