

# **Enrique A. Velazquez III**

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## **SELECTED EXPERIENCE**

**Radar Pictures**, Westwood, CA. - Executive Assistant to Frederic Golchan

- Worked as an executive assistant, answered phones & rolled calls, coordinated schedules, conducted research for future film projects, worked on script coverage and created various reports and presentations for existing and future financiers.

**Five**, Jenks Lake, CA. - Director: Nigel Sarrag, Filmblips - *Production Assistant*

- Worked closely with Director Nigel Sarrag and Producer Adrian Paul Hewitt as I communicated and coordinated all production department needs. Mainly responsible for setting up equipment, running equipment to locations, locking down sets during filming, and loading and unloading equipment.

**Aquabats Super Show!**, Costa Mesa, CA. - Director: Christian Jacobs, The Magic Store - *Production Assistant*

- Worked closely with Director Christian Jacobs and Producer Scott Shultz as I communicated and coordinated all production department needs. Mainly responsible for loading and unloading equipment from truck and organizing base camp.

**Mosaic Media/Atlas Entertainment**, Hollywood, CA - *Development*

- Worked with both management and production, completed script reading coverage and desk coverage for film/TV executives, answered phones & rolled calls, coordinated schedules, learned key players, liaised with executives and assistants, conducted research for production/casting grids and made numerous production runs in the LA area.

**Department of Homeland Security**, Indianapolis, IN - *Transportation Security Officer*

- Transportation Security Administration Officer. Execute direct procedural commands given from supervisors and security directors.
- Responsible for detail-oriented security protocols utilizing effective communication, sound decision-making, and application of acquired techniques such as behavioral detection and fraudulent document checking.

## **EDUCATION**

Ball State University, *Muncie, Indiana*

Bachelor of Arts, Communication, Information, & Media – Film & TV Production

IUPUI, *Indianapolis, Indiana*

Associate of Arts, General Studies

## **TECHNICAL SKILLS**

- Exceptional written and verbal communication skills. Proficient with Microsoft Office, Outlook, and with both PC and Mac OS's. Extensive experience in Final Cut Pro w/DVD Studio Pro, Pro Tools, After Effects, Celtx, and Adobe Photoshop & Illustrator editing software, as well as various other DVD authoring software.

References Available Upon Request