

# ELISA GONZALEZ

Tucson, Arizona — [elisagonzalez@email.arizona.edu](mailto:elisagonzalez@email.arizona.edu) — (646) 660-5668 — [IMDb](#)

## PROFESSIONAL EXPERIENCE

### **BRAVEN FILMS, New York, New York** **Executive Assistant**

- Managed calendar and schedule of CEO Frida Torresblanco (*Pan's Labyrinth*, *Disobedience*), including back-to-back meetings and itineraries for international travel.
- Answered incoming calls and emails in a timely manner, forwarding messages to appropriate parties and following through with client requests.

### **BRAVEN FILMS, New York, New York** **Development and Production Intern**

- Read and evaluated scripts, pitch decks, or other materials submitted for coverage.
- Improved story or content ideas, considering audience appeal as well as relevant aspects of production.

### **ENTERTAINMENT PARTNERS, Tucson, AZ** **Production Assistant**

- Followed time-sensitive instructions from key crew during production, often communicated via two-way radio.

January 2022–March 2022

- Drafted and prepared invoices, reports, memos, emails, letters and other essential documents, using word processing, spreadsheet, or presentation software.
- Maintained paper and electronic filing systems for records, expense reports, incoming submissions, correspondence, and other material.

April 2021–December 2021

- Conducted research, compiled data, and prepared materials for consideration and presentation by the CEO to clients and investors using word processing, spreadsheet, or presentation software.

October 2021

- Observed activities in assigned areas to detect hazards, disturbances, or safety infractions.

## FILM AND TELEVISION TRAINING

### **Sketch to Screen Model-Making Workshop**

February 2021

- Created an animation-ready puppet with Aardman Animations' senior model-maker Jim Parkyn (*Chicken Run*) and costume designer Nancy Jones (*Shaun the Sheep*)

### **TV Networking Workshop with Billy Gleeson**

October 2020

- Learned the Do's and Don'ts of networking in entertainment from Billy Gleeson (*The Late Show with Stephen Colbert*)

### **New Rules for TV Development Webinar | Hanson FilmTV Institute**

July 2020

- Learned skills for delivering a successful virtual pitch from industry professionals Jennifer Breslow (Netflix), Chris Davis (Echo Lake Entertainment), Peter Murrieta (Emmy Award-winning writer), and Sheila Walcott (Blackmaled Productions)

### **AD Training Seminar with Craig Huston**

September 2019

- Learned crucial skills and responsibilities required for 1st ADs on set from Craig Huston, DGA (*Rambo: First Blood*)

## EDUCATION

### **THE UNIVERSITY OF ARIZONA, Tucson, AZ**

December 2021

Bachelor of Arts in Film & Television  
Minor in History

Awards: Dean's List with Distinction

### **Pima Community College, Tucson, AZ**

May 2019

Associate of Arts in Liberal Arts

Honors: Graduation with Honors

## RELEVANT COURSEWORK

Editing Fundamentals; Cinematography; Television Branding; TV and U.S. Culture; U.S. Film and TV Now; Producing I: From Pitch to Financing; World Cinemas: Style and Storytelling in the Global Art Film

## ADDITIONAL SKILLS

Proficient in MS Office, Adobe Creative Suite, Google Suite, Windows, Mac OS, and Social Media  
Fluent in English and Spanish