



# Lulu Ruiz

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## INTRODUCTION

I hope to be the person that someone can trust and look to for help with any and every task no matter how important. In addition I'm passionate about being able to express and utilize my creative abilities to work with various groups of people to help problem solve, all with a smile on my face and good attitude.

## EDUCATION

### B.A in Film and Media Production

May 2024

Sidney Potier New American Film School, Arizona State University, Tempe, AZ

GPA 3.8

Organizations: Maroon and Gold Entertainment (MGE), Scriptless Film Club at ASU

### Associates in the Arts - Filmmaking

May 2022

Chandler Gilbert Community and Scottsdale Community

GPA 4.0

## WORK EXPERIENCE

### Production Assistant - Tik Tok In The MIX - Mesa, AZ

December 2023

- Worked closely with Department Heads to aid in the execution of the event
- Organized and handled important Paperwork to ensure efficiency of the Production Office and Event
- Perform typical tasks of entertainment assistants and communicated with executives and department heads to develop production skills

### Assistant Manager - Harkins Theaters - Chandler, AZ

June 2021 - Present

- Operate, manage, and Maintain Christie Movie Projectors and POS film softwares
- Organize, Ingest and Back up Film Drives and satellite downloads
- Program Movie playlists, Light Cues, and Sound Cues for showings.
- Oversee shipments and organization of Marketing materials
- Collaborate with a large team of people on Film work.

## PRODUCTION EXPERIENCE

A Dammed Mob of Scribbling Women	Art PA/Set Dresser	Capstone Film	Nov.2023
Four Seasons	Art PA/Set Dresser	Independent	Dec.2023
We Interrupt This Program	Director, Writer	Capstone Film	Nov.2023
CHAM CHAM CHAM!	Director, Editor, Production Designer	Short Film	Nov.2022
Aperture	Editor, Production Designer	Short Form	Mar.2023
I'm Really Really Sorry	Editor, Production Designer	Short Film	Oct.2023
A Spare Of Change	Production Designer	Capstone Film	Oct.2023
The Fox	Background Artist	Capstone Film	Oct.2023
TIK TOK In The MIX	Production Assistant	Livestream Event	Dec.2023

## LEADERSHIP EXPERIENCE

### Association Of Filmmakers At ASU (AFA)

Sept. 22' - May 23'

Social Outreach Coordinator/Creative Director

May 23' - Dec. 23'

- Contacted and Communicated with various Clubs, School Officials, and Company Officials regarding Sponsorships, Organizing Events, and Promotional events
- Assisted with creating presentations for Film Festivals
- Organized Weekly Agendas and Meeting Notes
- Organized themes and activities for promotional events, member meetups, and screenings

### Fix-in Post ASU (FIPA)

Aug. 23' - Ongoing

Editing Co-Lead

- Instruct and assist with Editing Exercises for Underclassmen
- Create and Organize online forum for turning in projects
- Host Club Meetings with a team of Officers to encourage people to use editing software

## SKILLS

Adobe Premiere Pro (Certified), AVID, Adobe Photoshop, Adobe Illustrator, Bilingual(Spanish), Davinci Resolve, Excel, Final Draft, Microsoft, PowerPoint, Procreate Digital Illustrator, Organization, Designing Sets, Decorating Sets, Building Props, Painting, Drawing (realism)