

Douglas D. Choi

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Experience	<p>ARAD PRODUCTIONS (Prod. Office of Avi Arad) – Culver City, CA September 2011 - Present Intern</p> <ul style="list-style-type: none">• Perform various assignments related to feature film development, including: script/story coverage, research, preparing presentations and packets, etc.• Support producers and assistants with their daily projects and tasks <p>63RD PRIMETIME EMMY AWARDS – Los Angeles, CA September 2011 PA/Page</p> <ul style="list-style-type: none">• Assisted the Production Manager in running the red carpet and guest viewing stands• Administered security check-in for Academy guests, and escorted them to seating areas• Worked with various Emmy and Nokia Theatre staff as needed throughout the show day <p>HOLLYWOOD PITCH FESTIVAL (Fade In Magazine) – Los Angeles, CA July 2011 Event PA</p> <ul style="list-style-type: none">• Served as a liaison between industry representatives and festival participants• Managed the timely scheduling, start, and rotation of pitch meetings <p>FINE ARTS THEATRE (Screening Services Group) – Beverly Hills, CA October 2007 - May 2008 Theatre Staff</p> <ul style="list-style-type: none">• Provided customer service for Industry events, film festivals, and private screenings• Interacted with screening organizers to prepare theatre for each event <p>USC SCHOOL OF CINEMA-TV – Los Angeles, CA August 2003 - December 2005 Film/TV Production-Teaching Assistant</p> <ul style="list-style-type: none">• Spearheaded day-to-day organization of selected classes• Taught students in writing, casting, directing, and post-production• Mentored 75 students to the successful completion of their films
Industry Activities	<p>FILM INDEPENDENT SPIRIT AWARDS January - February 2011 Volunteer</p> <ul style="list-style-type: none">• Handled various duties for the nominated film screenings (theatre set-up, audience check-in, etc.)• Performed crew work for the prep, show day, and wrap of the Spirit Awards show and TV broadcast. <p>SUNSET STRIP MUSIC FESTIVAL August 2011 Volunteer</p> <ul style="list-style-type: none">• Represented the City of W. Hollywood and the Sunset Strip Business Association during the festival• Provided customer service to all festival performers, patrons, staff, and vendors
Office Skills	<p>Microsoft Office: <i>Word, Excel, PowerPoint, Outlook (can handle all admin assistant tasks)</i></p> <p>Presentation: <i>Illustrator (create letters & flyers), Acrobat (create, edit, & format PDFs)</i></p> <p>Post Production: <i>Avid, Final Cut, Pro-Tools</i></p>
Education	<p>University of Southern California, M.F.A. in Cinema-Television Production, 2005 Pacific Career Academy, Microsoft & Adobe - Certificate Training Program, Enrolled (Aug. 2011)</p>

See my Linked-In profile at:
www.linkedin.com/in/douglaschoi