

# MARIA CORRALES

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## SUMMARY

**LA based production assistant with 2+ years of research and administrative experience, eager to learn and grow within post production.**

## EDUCATION

### **NEW YORK UNIVERSITY | TISCH SCHOOL OF THE ARTS**

B.F.A. in Dramatic Writing, B.A. in French

## EXPERIENCE

### **POST PRODUCTION ASSISTANT | PIE TOWN PRODUCTIONS | AUG. 2018 – PRESENT**

Staff PA on several HGTV series— responsible for signing in and organizing field tapes, creating music cues for the network, processing stills, prepping edit bays and other administrative duties.

### **POST PRODUCTION ASSISTANT | THE RWC | JULY 2018 – AUG. 2018**

PA on an upcoming MTV reality series. Responsibilities included going on runs, tracking receipts, organizing post calendar and assisting the post supervisor with administrative work.

### **FREELANCE LITERARY RESEARCH ASSISTANT | NEW YORK BIOGRAPHER | JUNE 2016 – JULY 2018**

Organized and streamlined almost a decade's worth of research, which included delicate primary source files pertinent to an upcoming novel. Spearheaded an effort to update and improve methods of cataloging texts and other important research materials to increase efficiency.

### **PROJECT MANAGER | CP LANGUAGE INSTITUTE | SEPT. 2017 – JUNE 2018**

Responsible for facilitating the translation of documents/media for clients, as well as coordinating with linguists all over the world to ensure that translations were always completed in an accurate and timely manner. Typically worked on visual projects that required typesetting and editing using the Adobe Creative Suite. Additional responsibilities included quality assurance of all documents/media prior to delivery and identifying qualified linguists for any language.

### **INTERN | CHERRY LANE THEATER | JAN. 2016 - MAY 2016**

Charted and documented all changes in scripts during the rehearsal process for new plays. Primary administrative tasks included contributing to grant research and writing, as well as designing fliers and posters for galas and opening nights on Microsoft Publisher that aligned with the aesthetic of the theater.

## SKILLS & ABILITIES

### **LANGUAGES**

Spanish (native), French (full professional proficiency)

### **TECHNICAL**

Microsoft Office (proficient), Adobe Photoshop (proficient), Adobe Premier (proficient), Adobe InDesign (proficient)  
Adobe Illustrator (proficient)

### **OTHER**

Valid California driver's license.

## SPECIAL PROJECTS & INTERESTS

Occasional writer interested in diversifying media and the intersection of pop culture and politics. Avid Duolingo user, currently learning Norwegian and Italian.