

# Drew T. Ruselowski

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## SOFTWARE ENGINEERING:

- Full-stack, object oriented programming, focusing on Javascript and Python; multiple libraries and frameworks, including Django, Angular, Backbone, and Phaser.
- Other software application experience includes: InEntertainment, Macromedia Fireworks & Flash, iMovie, Adobe Premiere & After Effects, Microsoft Office, Final Cut Pro, and FileMaker Pro
- Created and launched apps utilizing Amazon Web Services
- Developed multiple programs utilizing 3rd party API's

## PREVIOUS EXPERIENCE:

October 2013 -  
May 2015

### TIMOTHY CLINE INSURANCE AGENCY Assistant / Escrow Coordinator

Santa Monica, CA

- Maintained server, phones, and solved technical issues throughout office
- Managed and improved company website
- Created powerpoint keynote speeches utilizing wireless polling devices
- Responsible for coordinating insurance information for HOAs between lenders and homeowners
- Worked with wholesalers and insurance companies to quote policies for HOAs
- Provided on-site inspections for underwriters

January 2012 -  
August 2013

### INCOGNITO PICTURES Executive Assistant / Creative Executive / Office Manager

Encino, CA

- Set up and maintained office phones, internet, email, and all other device support
- In charge of hiring and training interns, new assistants
- Managed email, call sheets, travel, and schedules for CEO and VP of Production and Development
- Located new material for development and production
- Worked with writers revising and polishing scripts for production

April 2008 -  
August 2011

### INNOVATIVE ARTISTS Talent and Literary Agency Assistant

Santa Monica, CA

- Managed calls, emails, and schedules for multiple agents, including CEO, simultaneously
- Responsible for coordinating travel for both clients and agents
- Acted as liaison for agents and clients at both in-office and out-of-office events
- Pitched talent to casting directors and producers for upcoming projects
- Closed deals for talent on multiple shows for multiple networks
- Worked with Literary Department to develop projects and attach talent
- Involved in heavy script reading, as well as coverage and overhead notes

## EDUCATION:

### ROCKETU Graduate, Software Engineering, July 2015

San Francisco, CA

### UNIVERSITY OF MICHIGAN Bachelor of Arts, Film and Video, 2006

Ann Arbor, MI