

SHARIFF SULEIMAN

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PROFESSIONAL EXPERIENCE

BOLD FILMS – Hollywood, California, December 2011 – April 2012

Executive Assistant: *Responsible for general office administration and select production development tasks.*

- Reviewed submissions and film development projects; provided script coverage and notes to senior producers.
- Maintained and tracked a vast array of confidential documentation including contracts, commission letters, and scripts.
- Supported senior producers by managing all personal and professional correspondence ranging from letters to calls.

KEVITA INC. – Ventura, California, August 2010 – December 2011

Administrative Assistant: *In charge of administration of marketing office and production of all printed marketing materials.*

- Designed and produced all printed marketing materials including sales sheets, product labels, shelf talkers, et al.
- Oversaw administration of marketing office; coordinated inter-office movements to ensure quality and meet deadlines.
- Directly supported Director of Marketing in managing design process, production workflow, and content distribution.

PARADISE COAST ENTERTAINMENT – Chicago, Illinois, January 2008 – Present

Co-Founder & Independent Filmmaker: *Independent filmmaker whose work included major Hollywood productions.*

- Worked as Assistant Director, Camera Operator, Logger, or Production Assistant on more than twenty productions.
- Production sample includes: "Batman Begins," "The Dark Knight," "Public Enemies," "America's Got Talent," "Undercover Boss," "Rock of Love," and "American Idol"

COLUMBIA COLLEGE FILM CENTER – Chicago, Illinois, August 2005 – July 2007

Equipment Technician: *Responsible for coordinating rentals and equipment maintenance for production department.*

- Oversaw equipment rental operations at production center; total annual rentals exceeded 10,000 unique reservations.
- Managed ongoing equipment maintenance procedures to ensure continual operation of more than 500 cameras.

EDUCATION

COLUMBIA COLLEGE CHICAGO, August 2004 – June 2007

College of Visual, Performing, and Media Arts, Chicago, Illinois

Bachelor of Arts Degree • June 2007

- Major: Film & Video Production
- Minor: Arts, Entertainment, & Media Management

Distinctions

- Recipient of J.K. Balistair Screenwriting Award
- Selection for 2005 "The Big Screen" Film Festival

ADDITIONAL SKILLS

PRODUCTIVITY SOFTWARE

Microsoft Office (Word, PowerPoint, and Excel), FileMaker Pro, Movie Magic Scheduling, Movie Magic Budgeting

MEDIA & DESIGN SOFTWARE

Final Cut Pro, Final Draft, Adobe Creative Suite (Photoshop, Illustrator, After Effects), Adobe Lightroom, Aperture