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West Hollywood, CA 90046
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Aaron Cistrelli

Qualifications Profile

- PC and Mac literate: Word, Excel, Outlook, PowerPoint, Lotus Notes, Filemaker Pro, HTML, CSS, Quark, InDesign, IE, Type 45-50 WPM
- Exceptional organization skills, can work well with others or independently, and multitask efficiently under pressure
- Excellent written and verbal communication skills,
- Skilled in all office duties, can field, screen and handle multiple phone lines
- Experienced in managing and coordinating multiple departments

Experience

Administrative Assistant

OfficeTeam Temporary Agency, Corestaff Temporary Agency,
Friedman Personnel Temporary Agency Los Angeles, CA 1998-2000; 2006-present

- Assisted at entertainment and non-entertainment companies, including Sony, ICM, Don Buchwald, Ford Brand Entertainment, Arden Realty and HSBC Private Bank
- One full year assignment at Fox Channels Group, coordinating with all departments for Fox Sports sales administration (1999-2000)
- Ran the desks of multiple mid-level and executive personnel

Second Assistant Director & Stage Manager

Various Film and TV shows* Los Angeles, CA 2004-2006

- Coordinated with all production depts., during stage and location filming
- Managed main cast and background artists on multiple shows
- Wrote up production reports, call sheets, and SAG forms
- Prepared actor contracts, as well as contracts for minors

DGA Trainee

Various Film and TV shows* Los Angeles, CA 2002-2004

- Earned entry to exclusive Assistant Directors Training Program
- Assisted production for 400 work days on multiple film and television shows
- Earned membership to the Directors Guild of America

Assistant Prize Coordinator

Wheel of Fortune Culver City, CA 2000-2002

- Promoted from production assistant within one year
- Coordinated with prize provider and selected prizes to be displayed
- Co-wrote shooting scripts and show breakdowns

Production Assistant

WNYW Fox Television New York, NY 1997-1998

- Created a training manual for production assistants
- Assisted the VP of Operations and the Director of Engineering for Fox TV

Education

Bachelor of Fine Arts, Film and Television
New York University New York, NY 1997

*Full list of titles and companies available upon request

