

Maria Paulina Garces

10700 Wilshire Blvd. Apt 207. Los Angeles, CA 90024

Phone: (310) 446-1301 Cell: (818) 640-9760

e-mail: paugarcez@yahoo.com

EDUCATION

La Javeriana University

Bogotá, Colombia

BA in Communications with emphasis in Audiovisual Production.

June 1998-Dec 2004

- Award for Best Speech on “*James Ensor and Expressionism*”.
- Direction and original script on short film “*Dos mil Pasares*” (DV) which was broadcast on “*CITY T.V*”, a regional Colombian Channel.
- Direction and script on the documentary “*The Girl Who Wanted To Be God*” (BETA) based on Sylvia Plath’s work and the women’s position on Western Culture.
- Thesis project on “*Feminine Sexuality through American Independent Film.*” (Two year project)

Externado University

Bogotá, Colombia

First year of BA in Finances, Government and International Relations

January 1995-December1995

EXPERIENCE

Law Offices of Kourosh Pourmorady

Los Angeles, CA

- Public Relations and Legal Assistant

August 2005-May 2008

Heavy Bag Media. L.A Huddle. E-Harmony, etc. Commercial

Los Angeles, CA

- Set PA. Crowd Control. Craft Services.

LLP Productions. Mystery Woman. Fifth Episode.

Los Angeles, Ca

- Set PA. Intern with Grip, Electrics and Camera Dept.

January-March 2005

A & E Television Networks. Makeover Mamas. Christmas Special.

Los Angeles

- Production Assistant. Login.

Sept. 28th-Oct. 1st, 2004

Terry Hines & Associates. Publicity and Promotions Department San Francisco, CA

January 2004-June 2004

- Internship in The Promotions Dept. Creative development and execution of the team campaign for *Taking Lives* (including club nights, events throughout the Bay Area, researching target demographics, etc.)
- Assisting on press junkets for the film “*Walking Tall*” with actor Johnny Knoxville and the film “*Saved*” with actress Jena Malone.

“Latin Eyes” (Kron-TV).

San Francisco, CA.

- Internship. DV loading, Charts Creation, office duties.

January, 2004- May, 2004

“Cuerpo y Salud”

San Francisco, CA

- Production Coordinator for T.V opening in a Colombian pilot

March 2003

Casino Caribe S.A.

Bogotá, Colombia

- Personal Assistant and translator for CEO.

January 2001-October 2001

- Personal assistance for Business plan’s development and design.

ADDITIONAL INFORMATION

- Basic Skills on the Film Set Workshop and Introduction to Screenwriting at **UCLA Extension**.
- Certificate in Customer Service.
- Skills: Leadership, Strategic planning, Proactive and problem solving, visually creative and resourceful, native Spanish speaker, (fluent in spoken and written English).
- Filemaker, Word, Excel, Powerpoint, Premiere, Photoshop.

