**Matthew Kance**

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**INDUSTRY EXPERIENCE**

 **General Clerk, Warner Bros. Studio, Burbank, CA** March 2015 - Present

* Deliver film history, techniques and production details to studio guests while navigating the studio’s historic sets, sound stages and architecture
* Provide daily audience coordination and show support for *Conan*, *The Ellen DeGeneres* *Show* and *The Real*

 **Production Assistant, Tucker/Hess Productions, Los Angeles, CA** January 2016 - Present

* Provide support to all departments of production, clients and talent
* Run errands for production supplies and craft services

 **Production Assistant, AFI Student Films, Los Angeles, CA** October2014 - June 2016

 **(*Two Raccoons*, *Snowplow*, *Plea*, *Good Time Gals*)**

* Completed on set tasks instructed by Electricians, Grips, Sound Department, Producers and Directors
* Supported the SPFX Department by working with blood, wind, water and dust

 **Assistant, Showreel International, Inc., Hollywood, CA** September - December 2014

Award winning full service video production company focused on producing commercials, corporate culture and promotional materials.

* Provided administrative support to office staff, Executive Producers and Directors
* Managed phone calls, office calendar, appointments, events and filming schedules
* Secured filming locations, flight information, catering, hotel and travel accommodations
* Assisted with casting talent in film productions and photo shoots
* Maintained office equipment, interior foliage, cleanliness and decor

 **Assistant Intern, Cross Creek Pictures, West Hollywood, CA** September - December 2013

 Independent film production and finance company: films include *Black Swan*, *Rush* and *Black Mass*.

* Provided administrative support to the Development and Creative Executives
* Assisted and managed phone calls for the SVP of Production and Development
* Wrote coverage and notes from freelance books, magazine articles, feature film and television treatments and screenplays
* Researched actors, directors and talent for in development company projects
* Created actor, director and talent lists for in development company projects

 **Writer’s Assistant, David Aaron Cohen, Los Angeles, CA** August - December 2013

Wrote the screenplay to *Friday Night Lights* (2004).

* Provided coverage and notes for in development television shows and film screenplays
* Wrote notes during weekly Skype and phone calls
* Contacted and interviewed student athletes and faculty for in development projects
* Organized appointments, phone calls, Skype messaging and calendar

**EDUCATION**

 **Temple University, Center for the Arts,**

 **Division of Theater, Film & Media Arts, Philadelphia, PA** May 2014 B.A., Film and Media Arts

**SKILLS**

* Proficient in Microsoft Office Suite
* Proficient in Final Cut Pro 7