


mattsłodziak

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New Jersey 

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EDUCATION

BACHELOR OF ARTS
Major in Cinematography
Minor in Photography
Emerson College

Magna Cum Laude

Dean's List

*Instructor at Frames Per Second
and Women In Motion*

SKILLS

Business
Optimization

Business & Creative
Development

IT Applications

Project & Resource
Management

Public Speaking

Risk Assessment

Team Building

LANGUAGES

English
(Native proficiency)

Polish
(Limited working proficiency)

EXPERIENCE

JS Precision, New Jersey

Independent Contractor, Remodeling and Renovation | June 2021 – Present

- Logistics coordinator for transportation and distribution of product and services
- General demolition, carpentry, plumbing, electrical, and masonry
- Power tools operator
- Lifting heavy materials and equipment

University of California, Davis, Sacramento, CA

Front Office Coordinator, Department of Plant Sciences | August 2018 – May 2019

- Coordinated internal and external recruitment, fundraising, and award functions for prospective faculty, students, and staff
- Designed department recruitment materials and digital assets
- Modernized faculty and student onboarding process by digitizing analog key index into contemporary fob access cards
- Accounts payable for ad vendors in international science magazines to attract and retain world-class talent
- Assembled and maintained up-to-date international science awards database for internal nominations
- Processed all reception, bookkeeping, filing, recordkeeping, and clerical tasks
- Multitasked Department Chair and CAO on two busy desks, including: rolling calls, emails, scheduling, travel arrangements, weekly reports, and drafting correspondence
- Adapted to new directives, prioritized action items, and met multiple competing deadlines in a high-volume & fast-paced environment
- Tactfully handled sensitive and confidential issues and materials

Cindy Cowan Entertainment, Los Angeles, CA

Junior Creative Executive | Development Assistant | January 2015 – April 2018

- Pitched and presented projects to A-list talent, financiers, and studio executives
- Collaborated with filmmakers on comprehensive draft notes for scripts
- Constructed outlines, worldbuilding, dialogue, and scenes for active projects
- Spearheaded diverse student intern mentorship program: managed team of 9 interns, delivered feedback on work assignments, and provided career coaching
- Overhauled company business practices including: short and long-term project tracking grids/databases/spreadsheets, HR infrastructure, and IT management
- Interviewed, hired, and trained staff and interns
- Identified market trends using tracking boards, reading trades, and maintaining spec/writer/director/casting lists
- Created submission materials, pitch decks, and presentations
- Drafted extensive script coverage for screenplays, manuscripts, and pilots
- Maintained company website and social media accounts
- Researched potential projects for company slate

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TECHNICAL SKILLS

Final Draft 11 & 12

Google Workspace, Gmail,
Calendar, Docs, Sheets, Slides,
Meet

Microsoft Office, Word, Excel,
Powerpoint, One Note, OneDrive,
Skype, Windows 7 and 10

Outlook, Thunderbird

Zoom

Social Media; Facebook, LinkedIn,
Instagram, TikTok, Tumblr,
Twitter, Squarespace, WIX,
Wordpress

Media Database Management

DSLR Camera Operation

Photography Lighting Equipment

A/V Setup

Mac/PC Hardware Assembly and
Disassembly, macOS/Windows
Diagnostic & Troubleshooting,
Data Migration, Backup/Cloning

Apple iWork, iCloud, FaceTime,
Pages, Numbers, Keynote,
Calendar, macOS 10.7 – 10.13,
iOS 4- 16.2

AWARDS

BRONZE BOWL HATCH
AWARD

The Ad Club of Boston's 54th
Hatch Awards Ceremony

Best Commercial Spec

2015

EXPERIENCE continued

Best Buy, Los Angeles, CA

DI and Microsoft Expert Sales Lead | Geek Squad Consultation Agent | October 2015 – June 2017

- Troubleshoot and diagnosed computer software and hardware issues
- Advised clients on comprehensive technology and services solutions
- Initiated the creation of experiential sales model, training, and culture
- Identified and improved inventory and employee performance challenges
- Audited and reported on target income via drilldowns in MATRIX software
- Increased department profitability and performance from sub-600 to top 200
- Outperformed department and personal KPI to over 100% target goals
- Expert knowledge of products and services

Los Angeles, CA

Freelance Director of Photography and Lighting Technician | February 2012 – July 2017

- Extensive knowledge of film grip and lighting gear, including setup, maintenance, and repair
- Working proficiency of cinema cameras (ARRI, Panasonic, RED, Sony, etc) and DSLR (Canon, Nikon, Fujifilm)
- Strategized and maximized impact of personal brand
- Authored multi-media proposals, look books, and budgets
- Produced and edited personal demo and sizzle reels
- Streamlined packing film equipment into production vehicles
- Transported production vehicles to and from set
- Networked with other above-the-line and below-the-line professionals

Paramount Center Film Soundstage, Boston, MA

Technical Support Specialist | August 2013 – January 2015

- Trained and certified staff members
- Organized and delivered equipment packages for on/off-site productions
- Constructed sets, operated cameras, and rigged lighting and grip gear via truss, catwalk, flats, ground floor
- Oversaw client video productions on the soundstage
- Managed legal paperwork including timecards, shooting permits, non-disclosure agreements, and equipment lists
- Supervised use of loading bay and hydraulic loading dock ramp
- Solved client concerns regarding facility and equipment operation