

Marcus Baldwin

EDUCATION

California State University, Northridge
Bachelor of Arts, Cinema and Television Arts - Screenwriting

University of California, Los Angeles - Extensions
Screenwriting Certificate

EXPERIENCE

REBEL | Production Assistant

ABC Studios/Disney, Pilot and Season 1

- Made one-liners, call sheet copies and collated scripts
- Created assets for COVID compliances
- Provide assistance to the UPM, Production Supervisor, Production Coordinator
- Maintained paid out database and lunch repository

GREY'S ANATOMY | Production Assistant

ABC Studios/Disney, Season 16

- Distributed preliminary and official call sheets
- Made one-liners, call sheet copies and collated scripts
- Provide assistance to the production coordinators
- Maintained paid out database

L.A.'S FINEST | Production Assistant

Mesquite Productions/Sony, Season 2

- Supported the UPM and Coordinator
- Setup the office and organized supplies
- Provide assistance to the line producer, particularly during pre-production
- Assisted Transportation department with deliveries

MANDATE PICTURES | Development Intern

- Collaborated within the world of film development to better understand the processes and infrastructure of a film financier/production company
- Read and evaluated script, book and article submissions
- Updated company scripts and film databases, compiled film-festival grids, and researched short films and up-and-coming talent
- Pitched material to executives, and attended weekly staff meetings
- Covered executives' desks, phones, and calendars

WARNER BROTHERS | Tour Guide

- Narrated guided tours through a two-and-a-half-hour experience through a working studio, where they were able to see behind the scenes sound stages, sets and props from current and past productions
- Answered phones and made tour reservations, escorted guests around the studio, and made scripted and unscripted presentations
- Provided historical and educational information about the studio and movie-making process
- Assisted in large administrative events; which helped create prospective business partners

TECHNICAL COMPETENCIES

- Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Google Office: Docs, Sheets, Slides
- Adobe Creative Suite: PhotoShop, Premiere Pro
- Apple: Final Cut Pro X, Pages, Numbers, Keynote
- Final Draft, File Maker Pro