

IRVING GREEN

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Objective

To exercise my skills, education and experience to excel in a position of high responsibility

Skills

- **Manager training and cash register and safe experience. Extremely well organized.**
 - Experience in casting and reading. Also skilled in organizing rehearsals and materials
 - **Eager and fast learner. Reliable and precise. Outstanding communication and phone skills.**
 - Friendly, positive, respectful and confident attitude with the determination and drive to succeed
 - **Eight years of experience in front & behind the camera as an actor, writer, producer & director**
 - Computer literate (*PC & Mac*). 50 WPM and knowledge of GIMP, Microsoft Word, Excel, Publisher, Windows Movie Maker, Adobe Premiere Pro CS6 and other computer software
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Employment History

General Clerk

2015

Warner Brothers Studios – Los Angeles, CA

- Access to 110-acre major movie lot and sound stages
- Production assisting and crowd control for ELLEN, CONAN, and THE REAL
- Operating a 15-passenger van. Interacting with guests from all over the world
- Studying WB Studio history, facts, back-lot movie and television projects shooting locations

Casting Office Manager

CAZT Studios – Los Angeles, CA

- Using Google Docs & Calendar & Drive to view scheduled casting sessions
- Reviewing, editing and submitting job postings online. Uploading recorded auditions online
- Closely working with casting directors & setting them up with their casting rooms and materials

Wardrobe Assistant

2014

To: Dee Anderson, Bryn Carter, and Lauren “Lulu” Bernard

- **Walk the Moon** music video shoot -“Shut Up and Dance”/ **Gavin DeGraw** music video shoot -“Fire”
- Efficiently and professionally sorting and handling returns to stores
- Attending fittings, sorting and organizing wardrobe racks, steam ironing outfits
- Picking up wardrobe from showrooms and various designers such as John Varvatos, Paul Smith, Traffic

Executive Assistant

American Black Market Productions - Los Angeles, CA

- Working in office and on set locations
- Writing checks, keeping track of important confidential papers/files
- Sending emails and creating production documents such as contact sheets
- Office supplies run, crafty runs. Coordinating catering. Transporting talent to and from airport
- Meeting with directors, writers and producers. Posting LA Casting notices and reviewing selects

Office Assistant

2012

Pitfire Artisan Pizza - Los Angeles, CA

- Opening and closing the restaurant with access to the safe and alarm codes
 - Typing meeting agendas, documents, sending and receiving emails and faxes
 - Quickly and correctly taking multiple orders; and labeling with names and modifications
 - Taking large pick-up orders for shows like Family Guy, Scandal, True Blood, American Dad, & more
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Education

Miami Senior High School, Miami, FL

August 2007 – June 2010

· 3.8 GPA

· Honors Diploma (*Top 10% of class*)

· President of Thespians 2009 – 2010