

Paul Ryan

ADDRESS

4848 Lexington Ave. #207
Los Angeles, CA 90029

PHONE

323.377.7220

EMAIL

paul@mrpaulryan.com

WEB

www.mrpaulryan.com

Experience

Assistant | Fox Studios (Ultimate Staffing) | Los Angeles, CA
7/06-present

- Contract work. Spent two years as a Product Development Coordinator for Fox Consumer Products, and worked as an executive assistant for clients that included Chairman Tom Rothman, Fox Searchlight President Steve Gilula, ReganBooks Publisher Judith Regan, and more than a dozen executives at the Senior Vice President level or above.

Production Assistant | *Supreme Courtships* | Los Angeles, CA
2/07-4/07

- Fox TV pilot. Supported cast and crew with all aspects of production. Helped breakdown scripts and schedule production itinerary.

Site Representative | Real to Reel Locations | Van Nuys, CA
7/06-1/07

- Supervised network television production crews at off-lot locations. Ensured labor and union rules were followed, and acted as liaison between crews and property owner.

Production Assistant | Radical Media | Santa Monica, CA
3/06-5/06

- Assisted filmmakers with documentary shoots. Supported office coordinator and staff in role as lead office assistant.

Education

University of Wisconsin-Superior.

Bachelor's degree, journalism major/mass communications minor.

Skills

- PC/Mac savvy, skilled with Microsoft Office, Filemaker Pro, Lotus Notes, Final Draft, Photoshop and Final Cut Pro.
- Typing speed: 84wpm.
- Skilled at building websites. Knowledgeable in HTML, PHP, CSS, more.