

Manuela Monsalve

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OBJECTIVE

To obtain hiring position.

EXPERIENCE

**Oct. 2022 to
Dec. 2022**

Netflix Production: Survival of the Thickest S1. – Health & Safety PA

- Multi-tasked in enforcing state mandated SARS COVID-19 compliance laws on set.
- Responsible for keeping track of office inventory
- Managed conflicts relating to testing days and locations.

**March 2021 to
July 2022**

UCF Film Equipment Room – Team Leader

- Assisted students with production check-ins/outs via Zeus Portal
- Organized and handled film equipment
- sound stage film installation and production assistance
- Electrical and rigging experience fixing ARRI lights.

**May 2020 to
December 2021**

UCF Student Cinematheque – Co-Host, Social Media Manager, Graphic Designer

- Hosted screenings and mediated educational discussions about selected films
- Preselected films every semester under the supervision of our professor
- Created graphics for social media promotion to attract more film attendees

**August 2019 to
December 2021**

The Sunspot Cinema Collective – Graphic Designer, Social Media Manager

- Programming and website creator for our virtual exhibition with the OMA.
- Organizing meetings on Zoom and working in a team environment with students.
- Graphic designing, and social media manager duties entails promoting our club online to draw in more members.

**June 2018 to
September 2020**

Smoothie King, UCF – Team Leader

- Opened/Closed the store, leading team members through company protocol.
- Focused on store cleanliness and efficient daily operation.
- Ensured customer satisfaction by always listening to customer needs
- Worked in a fast-paced environment managing the register, food prep, and cleaning

EDUCATION

**January 2018 to
December 2021**

University of Central Florida, College of Sciences

Bachelor of Fine Arts in Film, Honors in Experimental Cinema
GPA 3.75

SKILLS

Adobe Cloud /Word Certified, Proficient in Wordpress, Steenbeck Flatbed Editor, 16mm filmmaker/projectionist

LANGUAGES

Fluent in English and Spanish, Conversational in Italian