

**JAMES R. WENETA**  
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<https://jay-weneta.squarespace.com>

## EDUCATION

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### University of California, Los Angeles (UCLA)

September 2011 – June 2015

*Bachelor of Arts (B.A.), Film and Television Production*

- School of Theatre, Film and Television GPA – 3.660 / Cumulative GPA – 3.473
- Student Athlete - UCLA Football Team, Position: Long Snapper, Special Teams

## TECHNICAL SKILLS

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- Adobe Creative Cloud (Premiere Pro, Photoshop, AfterEffects, InDesign), Final Cut Pro, Final Draft Pro, DaVinci Resolve, Camera Operation, Microsoft Office Suite & Filemaker Pro.

## WORK EXPERIENCE

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### Executive Assistant & Intern to Catherine Hardwicke

July 2012 – Present

- Assisted Ms. Hardwicke in realizing her various film projects. Such work entailed story and script development, schedule organization, film shoots, post-production & promotional media content.
- Maintained efficient workflows and communication skills to complete a variety of production tasks under strict and spontaneous deadlines.

### UCLA TFT - Admissions Specialist

December 2015 – Present

- Organize and review potential candidates for the upcoming UCLA TFT Class of Fall 2016. Responsibilities include proofreading application supplements and reviewing their artistic merit.
- Keep in phone/email communication with candidates to assist them in submitting their applications on time and with minimal difficulty.
- Lead tours of the UCLA TFT campus to both prospective students and special guests.

### IGNITION CREATIVE - Runner/Office Assistant/Receptionist

May 2016 - Present

- Assisted the office with tasks of project research, editing project dailies, on-set physical film production and keeping the workplace sanitary.
- Trusted with carrying and delivering valuable packages, ranging from hard-drives to finished film posters, across the city safely and on-time.

## FILM EXPERIENCE

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### Director/Writer/Producer/Editor

June 2013 – Present

- Directed, Wrote, Produced and Edited a series of short films and promotional spots. These projects have all been independently produced and have entailed Narrative Shorts, Documentaries and Promotional Commercials for the UCLA Football and Woman's Basketball Team
  - ❖ You can view these films/projects on either my Website (<https://jay-weneta.squarespace.com>) or my Vimeo Page (<https://vimeo.com/user17094206/videos>)

### Post-Production

June 2013 – Present

- Performed on-set DIT duties and edited the official promotional music video, "THERE'S A PLACE", directed by Catherine Hardwicke and performed by "The All American Rejects", for the 2015 feature film "MISS YOU ALREADY".
- Post-Production PA at "The Digital Difference" Company for "MISS YOU ALREADY" and "PLUSH".

