

# RUBY MAREZ

(c) 310.954.6466

## Production Portfolio:

www.rubymarez.com/  
professional-production-work.html

Rubymarez@gmail.com

## EXPERIENCE

### ***Cracked***

#### **Production Coordinator for Digital Content**

CA, LA — June 2016-August 2016

- Managed On-Set Operations and Day to Day Production Needs
- Coordinated Equipment Rentals & Pick Ups
- Dispersed and Completed Paperwork

### ***Condé Nast Entertainment***

#### **Creative Development Producer for Digital Content**

NY, NY — March 2015-June 2015

- Created, Wrote, & Pitched Premises to Incoming YouTube Talent
- Developed & Produced Green-Lit Pitches through Production
- Researched New Talent for Meetings

### ***CollegeHumor & J+V Films***

#### **Production Assistant**

NY, NY — 2011-2014

- Scouted & Pre-Interviewed Man-on-the Street Talent on Topical, Pop-Culture Content for Adam Conover
- Created Shot Lists
- Script Supervisor

### ***BuzzFeed L.A.***

#### **Freelance Production Assistant**

LA, CA — November 2014

- Managed Expense Reports, Budgets and Waivers
- Assisted Director & Line Supervisor

### ***C.D.Z.A. \*Webby Award Winning YouTube Channel***

#### **Production Coordinator**

NY, NY — 2013-2015

- Procured and Managed Props, Waivers, Budget
- Coordinated Craft Services
- Rehearsed Lines with Talent

## EDUCATION

### ***M.A. — 2013***

#### ***Writing, Acting & Production***

Antioch University-Midwest  
Yellow Springs, Ohio

### ***B.A. — 2004***

#### ***Theater & Spanish***

Muhlenberg College  
Allentown, Pennsylvania

## HIGHLIGHTS

- Quarterfinalist for an Original Pilot with Color Creative TV
- Contributing Writer to Mitú- a Latino Millennial Website
- *TimeOut Chicago* \*Critics Pick for the 2013 Chicago Improv Festival

## QUALIFICATIONS

- 3+ Years Writers Room Experience
- 4+ Years On-Set Experience
- Commercial & Script Writing
- Final Draft Screenwriting
- Script Reading & Copy Editing
- Development Experience
- Excel, Word, PowerPoint
- Video Editing on Adobe CC
- Spanish Speaker
- Organized & Resourceful