

# Kevin DeAngelo

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## SELECTED WORK EXPERIENCE

### **TNT'S "THE LIBRARIANS"**

*Accounting Clerk*

**April 2016 - September 2016**

Clackamas, Oregon

- Expedited the initial processing of invoices, purchase orders, check requests, company card receipts, and petty cash receipts.
- Logged, filed, and scanned all paperwork while performing regular audits to prepare for state tax rebates.
- Utilized the PSL Accounting Software to reconcile company card expenses and occasionally enter petty cash to be coded.
- Assisted Payroll with reconciling contractual AR, distributing paychecks and per diem, and collecting completed start paperwork.

### **FRENCH QUARTER LINENS & HENRY HANDWORK**

*Video Producer, Director, & Editor*

**January - April 2015**

Portland, Oregon

- Prepared and presented an informative treatment, detailed shot list, and proposed budget to the client's Marketing Team.
- Hired the crew, managed equipment rentals, and kept the project on track, within budget, and successful from start to finish.
- Subsequently edited another video for expositions, specifically showcasing the detailed creation of Henry Handwork's linens.

### **DISCOVERY'S "UNEARTHED"**

*Set & Office Production Assistant*

**October - November 2015**

Dallas, Oregon

- Daily responsibilities included providing crew meals and transporting talent to and from location (miles off-road into the woods).
- Aided the Line Producer with vehicle rentals, reviewing time cards, shipping materials to post, and a knowledge of the area.
- Worked closely with aerial videographers in creating a precise coordinate guide for drone and helicopter shots.

### **DISNEY ABC TELEVISION GROUP**

*Demo Reel Editor (Casting)*

**January - March 2014**

Burbank, California

- Served several executives and their assistants during pilot season by editing custom demo reels for network and studio tests.
- Aided assistants in combining reels with supplemental materials (resumes, headshots, etc) to showcase actors' eligibility for a role.
- Organized the expansive DVD library as well as systemized all talent bios, clips, and reels onto a database for future demand.

### **MTV'S "FINDING CARTER"**

*Wardrobe Assistant & Office Production Assistant*

**November - December 2013**

Glendale, California

- Assisted Wardrobe by sorting, logging, and returning hundreds of items, as well as arranging them by continuity and character.
- Assisted Production with answering phones, deliveries to set, sorting mail, script sides, call sheets, and crew paperwork.

### **"ALPHA HOUSE" FEATURE FILM**

*Art Department Assistant*

**October 2013**

Los Angeles, California

- Visualized and executed the construction, painting, dressing, and striking of numerous Fraternity house sets.
- Constantly evaluated the ever-changing needs of the Director while arranging the department storage for easy navigation.

### **LAWRENCE BENDER PRODUCTIONS**

*Development Intern*

**March - June 2013**

Los Angeles, California

- Wrote detailed script coverage for potential film and TV projects to discuss with Executives during routine script analysis.
- Operated heavy phone lines, set up company meetings, as well as greeted and catered to guests in attendance.
- Maintained the office and Mr. Bender's home by ordering supplies, grocery shopping, cleaning, and running personal errands.
- Strengthened the internship program by creating a written guide to success and training the incoming Summer interns.

### **TNT'S "LEVERAGE"**

*Set Production Assistant Intern & Props Assistant Intern*

**June - July 2012**

Portland, Oregon

- Founded my knowledge of on-set functions and etiquette by locking-up, echoing calls, cueing effects, and doing firewatch.
- Directed dense public crowds in the vicinity of urban location shots to allow for successful takes.
- Given various tasks as a PA such as assisting with farm animal wrangling, pyrotechnic safety, and planning a crew BBQ event.
- Served the Prop Master in creating materials, marking scripts, ensuring continuity, taking inventory, and organizing the truck.

## EDUCATION

### **UNIVERSITY OF OREGON**

**2008 - 2012**, Eugene, Oregon

- Major: Cinema Studies
- Minors: Multimedia & Spanish
- Graduated with 3.74 GPA, Cum Laude Honors (Top 10%), & Cinema Studies Honors

## PROFICIENCIES

Adobe Photoshop & Illustrator  
Final Cut Pro • Microsoft Office  
Project Management • Event Planning  
Social Media • Client & Customer Focus  
Fundraising • Travel • Organization  
Communication • Teamwork  
Follow Through • Drawing & Illustration

## ADDITIONAL EXPERIENCE

### **NBC's "GRIMM" - PROMO SHOTS**

*Set PA*

### **"THE CURIO" FEATURE FILM**

*Set PA*

### **PIVOT'S "HITRECORD ON TV"**

*Videographer*

### **EXPERIS: MANPOWER GROUP**

*Graphic Artist*