



RUBEN FUENTES JR.

FILM PRODUCTION

 (951)515-0046

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 rubenfuentesjr.com

EDUCATION

**BACHELOR OF ARTS,
FILM PRODUCTION**

CALIFORNIA STATE UNIVERSITY,
NORTHRIDGE | 2016 - 2020
GPA: 3.8

SKILLS

- Bilingual- Fluent in Spanish and English
- Programming
- Administration
- Coordinating
- Photography
- Web Development
- Screenwriting
- Producing
- Film Directing
- Movie Magic Scheduling- Proficient
- Proficient in Adobe- Premiere Pro
- Proficient in Microsoft Suite
- Proficient in Google Suite
- Social Media Content Creator

CERTIFICATES

- CPR/First Aid
- TIPS (Training for Intervention Procedures)
- Defensive Driving Training

PROFILE

Energetic individual eager to build and strengthen professional abilities within as many aspects of the entertainment industry. Motivated, enthusiastic, and friendly with strong communication and collaborative abilities. Works well in high pressure scenarios and is responsible in all aspects of a job. Experience in Event Programming and Film Production with emphasis in Writing, Coordinating, Producing, and Cinematography.

WORK EXPERIENCE

OUTDOOR ADVENTURES - ADMINISTRATION COORDINATOR
CSU-NORTHRIDGE ASSOCIATED STUDENTS | AUG 2019 - AUG 2020

- Assist Outdoor Adventure's Managers with finances and budget.
- Maintain and recruit Sponsors.
- Lead weekly Coordinator meetings.
- Coordinate all purchases for Camp Matador.
- Responsible for making reservations for camp, busses, equipment, etc.
- Responsible for all Camp Matador marketing.
- Responsible for recording all files, documents, forms, etc.

ERIS TALENT AGENCY - INTERN

SHERMAN OAKS, CA | JANUARY 2020 - MARCH 2020

- Assist Talent Agents within the ERIS Agency, a leading Talent Agency in Los Angeles focused on child and young adult actors.
- Responsible for scheduling meetings and auditions.
- Front Desk duties such as answering phone calls and keeping records.
- Analyze Cast Breakdowns and collaborate in talent discussions with agents.

RECENT FILM/TV WORK

LA Fire & Rescue NBC | **Field Assoc. Producer**
44 BLUE PRODUCTIONS | NOVEMBER 2021

LA Fire & Rescue 44 Blue Productions | **KEY P.A.**
44 BLUE PRODUCTIONS | SEPTEMBER - OCTOBER 2021

We're Here S.2 HBO MAX Premiere Event | **KEY P.A.**
SONY STUDIOS | OCTOBER 8, 2021

Guess Who? TV Pilot - **KEY P.A.**
NBC UNIVERSAL | JULY 2021

A Más No Poder - Writer & Director
CSU-NORTHRIDGE CINEMA THESIS FILM |
2022 CSUN FILM SHOWCASE SELECTION

Hot Latin Nights at the Granada- 2nd AD
CSUN CINEMA THESIS FILM | JANUARY 2020

I'm a Matador - TV Spot - Gaffer
CSUN ALUMNI ASSOCIATION | OCT 2018 - PRESENT