

MOSES H. FELDMAN

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(301) 706-9313

EDUCATION:

Northwestern University, Evanston, IL Fall 2016 - Summer 2020
B.A. in School of Communication, Radio/Television/Film (Major GPA: 4.0)
Minor Certificate in the Harvey Kapnick Business Institutions Program
Dean's List: Winter, Spring '18; Winter, Spring, Fall '19; Winter, Spring '20
Media Arts Grant Recipient '19

Film and TV School of the Academy of Performing Arts in Prague, Prague, Czech Republic Fall 2018
Film Production Track, Mentored under Mira Janek, Vidu Gunaratna

OFFICE PRODUCTION EXPERIENCE:

The Mighty Ducks, Sn 2, Wrap (Disney+), Santa Clarita, CA Spring 2022
Production Secretary
• Organized studio wrap files and conducted wrap gift shipment distribution.
• Collected, filed, and tagged production and studio assets.
• Created Purchase Order using Digital Purchase Order.

I Love That For You, Sn 1 (Showtime), Culver City, CA Fall 2021 - Spring 2022
Production Secretary
• Collected Day Files and edited Production Reports each day for preliminary and final distribution.
• Constructed the Daily Prep Schedule and maintained the Crew List throughout production.
• Delegated Production Assistants to day-to-day responsibilities of the office.

Tall Girl 2, Additional Photography (Netflix), Los Angeles, CA Fall 2021
Production Secretary
• Constructed and distributed the Daily Prep Schedules over Prodicle.
• Wrote memos, prepared Zoom sessions, and sent emails for pre-production meetings and scouts.

Kindred, Pilot (FX), Los Angeles, CA Summer 2021 - Fall 2021
Office Production Assistant
• Constructed distribution lists on Scenichronize and maintained mobile wifi asset inventory.
• Organized hybrid in-person and virtual production meetings and table reads.

Insecure, Sn 5 (HBO), Los Angeles, CA Fall 2020 - Summer 2021
Office Production Assistant
• Maintained databases, processed supply orders, and pulled sides over Scenichronize.
• Covered office phones, organized supply storage, assisted AD department in walkie management.

SET PRODUCTION EXPERIENCE:

The Goldbergs Sn 8 (ABC), Los Angeles, CA Fall 2020
Set Production Assistant
• Supervised the movement of cast and crew between locations, locked down sets.

Town & Gown (Northwestern Media Arts Grant, Short Film) Evanston, IL Spring 2019 – 2020
Director, Writer, Editor, Sound Editor and Mixer
• Nominated for Best Student Director, Production Design, Sound Mixing for IndieX Fest '20
• Nominated for Best International Short Film for Canada Shorts International Film Festival '20

RELEVANT SKILLS AND TRAINING:

Business Software Advanced in Google Drive, Scenichronize, Prodicle, Digital Purchase Order, Dropbox, Microsoft Office and Zoom
Equipment Arri Flex SR3 Analog Film Camera; Canon C100 Mark II Camera; Sound Devices 744T; Sound Devices 633
Editing Software Premiere Pro (Intermediate); Pro-Tools (Basic); Final Cut Pro (Basic)
Language Spanish (Basic); Latin (Basic)

ASSOCIATIONS:

Alpha Epsilon Pi Fraternity Tau Delta Chapter Member Winter 2017 – Present
The Waa Mu Show Co-Writer, Ensemble, Media Editor Spring 2017 – Spring 2019