



ALVARO DUQUE

Production & Development

My grandfather was born during a time where he saw people at their best and at their worst. He found solace in the world of film, and transferred this passion onto me. I soon realized the impact that a good story could have in a human life. This drove me to move to the United States and pursue a life building such worlds, and I have been doing so for the past 8 years with most of the major studios in town.

CONTACT

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🌐 AlvaroDuque.net

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Burbank, CA 91504

ENTERTAINMENT SKILLS

Development
Production
Distribution
Project Management
Production Coordinator
Crew Management
Copyright Law
SAG Paperwork & Filing
Corporate Filing
Scheduling & Budgeting

SOFTWARE SKILLS

Photoshop	Movie Magic
After Effects	Basecamp
Premiere Pro	Wrike
Illustrator	Quickbooks
Lightroom	Microsoft Office
Final Cut Pro	SAP
Protocols	Asana
Mac and Apple	PC Windows

SOFT SKILLS

Creativity	Passion
Leadership	Team Work
Communication	Problem Solving
Organization	Time Management
Positive Attitude	Reliability

LANGUAGES

English | Spanish

SOCIAL

 [linkedin.com/in/alvaro-duque](https://www.linkedin.com/in/alvaro-duque)
 [imdb.com/name/nm5045991](https://www.imdb.com/name/nm5045991)

Work Experience

Production Development Specialist *Project Z Entertainment* September 2018 - Present

- Handled corporate paperwork, foresaw and corrected issues.
- Drafted and developed SAG and DGA deal memos for our productions with time constraints as well as insurance, crew hire paperwork, labor agreements production schedules, day out of days, scriptboards and any other required document.

Production Executive *Universal Studios | Hollywood Media Bridge* August 2012 - December 2018

- Managed and coordinated productions from development through distribution, understanding all elements involved in production.
- Successfully distributed over 30 Feature Productions.
- Communicated efficiently with main industry companies such as *Netflix, Warner Bros., Voltage, Lionsgate, Universal, Fox, Paramount.*
- As Office Manager, with great organization skills and great attention to detail, handled and improved communications with our lot reps, created our petty cash protocols, and optimized policies and procedures to studio standards. Enforced a positive office environment.
- As Executive Assistant, provided overtime assistance to our Physical Productions, Executives and other departments. Handled phone coverage with impeccable grammar and etiquette. Communicated effectively and tactfully with all levels of personnel.
- Script coverage, breakdown and identification of creative and technical production elements and needs.

Education

2013 **B.A. Film & Electronic Arts | Film & Video Production**
California State University, Long Beach (CSULB)
Honors | Summa Cum Laude

* Complete work and education history available upon request.