

# Noah Zisman

## **EXPERIENCE HIGHLIGHTS**

**University of Texas Systems, Information Specialist, Austin TX**      **May 2010 - July 2010**

Effectively resolved technical issues in team environment, designed forms and websites for client/provider, provided audio visual assistance for meetings, and facilitated video conferences

**University of Texas Austin, Teaching Assistant, Austin TX**      **Aug. 2009 - May 2010**

Taught fundamentals of screenwriting in a group environment, duties included: structuring class meetings, managing workshop groups, grading, and project oversight

**University of Texas Systems, Information Specialist, Austin TX**      **July 2008 - August 2009**

See above

**UT Austin - Hindi Urdu Flagship, Multimedia Developer, Austin TX**      **Aug 2007 - July 2008**

Developed and coded online application, created a FileMaker database from scratch, setup communication between website and database, and produced a promotional video

**Serious Grippage & Light Co., Client Manager / Asst. Network Admin.**      **July 2006 - April 2007**

Responsible for communications with clients, including negotiating and executing contracts and overseeing project billing; Extensive work on Filemaker Pro database, as well as troubleshooting day-to-day computer issues

**Noah's Coffee, Owner, Santa Fe NM**      **Aug 2004 - November 2005**

Started and ran business: human resources, bookkeeping, quality control, inventory, shop-maintenance, and customer service

**E! Entertainment, Media Assistant, Los Angeles CA**      **March 2004 - Aug 2004**

Assisted in managing and organizing exhaustive video library for E! Television network; Duties included: processing, logging, and cataloguing incoming materials for the media database; research; customer service; assisting producers

**AusFILM, Executive Assistant, Los Angeles CA**      **Dec 2003 - March 2004**

Assisted the Australian Film Commissioner in day-to-day operations in areas such as accounting, legal, customer relations, and administration

**MGM Studios, Los Angeles CA**      **Feb 2003 - Dec 2003**

*Photo Editor, Administrative Assistant in Marketing Dept., Administrative Assistant in Outside Producers Dept.*

Contracted in different positions, duties included the following: managing, researching and selecting photos for the marketing database; managing marketing materials and assisting in creating marketing database; Bookkeeping, reception, general office duties

**Revolution Studios, Production Assistant / Designer, CA**      **March 2002 - Feb 2003**

Optimized graphics and did marketing for animated feature

**Sayit, *Graphic Designer***, San Francisco CA

**May 2000 – Sept. 2000**

Designed and co-designed web elements for sayit.com including a Flash tool for personalized greeting cards.

**Media Boutique, *Administrative Assistant***, San Francisco CA

**Oct. 1999 - May 2000**

Solicited contacts, negotiated, researched, and acquired video footage, photos, and documents; managed and catalogued video library

**College of Santa Fe New Media Lab, *Technical & Teaching Assistant***

**Jan. 1997 - May 1998**

Assisted in training students for the Introduction to New Media class

## **EDUCATION**

Master of Fine Arts in Screenwriting – **University of Texas Austin**, Austin, TX - 2010

Bachelor of Arts in Moving Image Arts - **College of Santa Fe**, Santa Fe, NM - 1998

Bachelor of Arts in Literature - **Bard College**, Annandale, NY – 1995