

JULIA RIBAS

PROJECT LEADER & PRODUCER

CONTACT

- 425-449-3737
- juliagabrielleribas@gmail.com
- www.juliagribas.com
- Los Angeles, CA

EXPERTISE

- Extensive training in film & entertainment production** including accounting, budgeting, production assistant experience, pre-production management, post-production workflow, and creative collaboration.
- 3+ years of administrative assistant experience** including scheduling, event planning, coordinating teams and projects
- Native Spanish speaker**
- 4+ years of food industry service, 3+years of teaching & mentoring youth**

SKILLS & INTERESTS

- Actor, singer, dancer, musician (piano, ukulele), improv, stand-up
- Screenwriting, creative writing
- Traveling, skiing, surfing, hiking

REFERENCES

Dre Krichevsky
Executive Producer, Rock Paper Scissors

- 310-586-0600
- dre@rockpaperscissors.com

Dolann Adams
Director of Special Programs

- dadams@tft.ucla.edu

WORK EXPERIENCE

Reception, MakeMake Residencies Coordinator, Marketing & Events Coordinator
MakeMake Entertainment

August 2022-current

Marketing & Events Coordinator | July 2023-Current

- Managed social media calendars, updated company websites for all company divisions
- Wrote copy and designed posts simultaneously for 7 social media profiles
- Scheduled and facilitated interviews with press
- Coordinated full company events, including onsite mixers and the company picnic for over 200 people.
- Adobe XD, Google Suite, and Zoom proficient

MakeMake Residencies Coordinator | November 2022-Current

- Helped plan and facilitate MakeMake Residencies events; designed and published graphics for marketing and merchandise; scheduled interviews and meetings; built, coded, and populated a comprehensive database and search interface for all applicants; assisted with building presentations.

Reception | August 2022 - Current

- Greeted and engaged with clients for all MakeMake subdivisions including Rock Paper Scissors, a52, Elastic, Primary, Jax, Indestructible. Handled all onsite expenses for staff and execs. Organized & executed several company-wide events and collaborated on company newsletter monthly

Executive Producer, Founder
Camino Production Company

June 2022-current

- Founded Camino Production Company, an independent film studio which seeks to uplift women-driven work
- Wrote, produced, and acted in our first short film *June*, premiered June 1st, 2023
- Premiered first short film at LA Shorts International Film Festival, making *June* Oscar and BAFTA qualifying.

Program Coordinator, Assistant to Director of Special Programs
UCLA Department of Theater, Film and Television

February 2022-current

Program Coordinator | February 2022-August 2022

- Corresponded with students and parents, managed a team of counselors, assisted in classrooms, responded to emergencies, and organized events and activities for students

Assistant to the Director of Special Programs | January 2023-current

- Developed and published a Program Counselor manual for staff training, created graphics and flyers for marketing, coordinated all housing for summer programs

EDUCATION

University of California, Los Angeles

B.A. Theater (Musical Theater), Spanish Minor

GPA 3.951 Magna Cum Laude

2018-2022