

Emily Murotake

TELEVISION PRODUCTION GRADUATE

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HERE'S MY STORY

I am a self-motivated, charismatic, and result-oriented person who welcomes new opportunities and enjoys working hard. Since high school and freshman year in college, I have worked on multiple groups and teams. Working as a leader of various teams on creative projects and endeavors relating to media has provided formative experiences. These have shaped me into an individual that gives it her all when multi-tasking, meeting deadlines and making sure a project is expertly finished down to the last detail.

TECHNICAL SKILLS

- Creativity
- Screenwriting
- Leadership
- Social Media Marketing
- Agile Ticketing
- Cinematography
- Editing
- Project Management
- Basic Sound Editing

EDUCATIONAL INFO

California State University, Northridge

B.A. in Television Production & Minor in Business Management

- Graduated May 2022
- Dean's List, Spring 2021.
- Learned aspects of television production in theory and in the field
- Business management
- Teamwork on projects and shorts films.
- Member of Alpha Xi Delta Sorority.
 - External Marketing Director 2020.
 - Communications Vice President 2021.

Sir Francis Drake High School (Archie Williams High School)

- Graduated 2017
- ComAcad two year program; learned aspects of digital multimedia including advertisements, documentaries for non-profit organizations, and short films.
- Four year member of choir and jazz choir
 - Attended NorCal Honor Jazz Choir and Band

WORK EXPERIENCE

CRAZY LEG PRODUCTIONS

October 17th 2024

Set Personal Assistant

- Supported on-set operations, coordinating with talent and crew to manage logistics and catering.
- Assisted in setup and breakdown of equipment and props, ensuring smooth transitions between scenes.
- Organized paperwork and essential production documents, adapting quickly to on-set changes to maintain efficiency.

MILL VALLEY FILM FESTIVAL

October 1st 2024-
October 13th 2024

Box Officer and Customer Support Representative

- Selling tickets and memberships
- Responding to customer voice- and e-mails
- Preparing will call and mail-out orders
- Assisting in the fulfillment of internal ticket requests

COMMUNITY MEDIA CENTER OF MARIN

April 2024-Present

Station Associate, Editor, Videographer and Interviewer

- Attends to the needs of community members, producers, musicians, and guests.
- Manages equipment inventory, studio upkeep, front desk and social media.
- Promotes station at community events.
- Videographer on field shoots for events, government, and more.
- Edited, interviewed and organized content for two episodes premiered on CMC.

WEBBER STUDIOS

February 2022-
January 2023

Personal Assistant and Film Internship

- Assistant for casting and on set director's shadow.
- Script coverage and feedback.
- Editorial input on feature films.

LUNAR DOOR

February 2022-May
2022

Story Development Internship

- Read scripts, write script coverage, write pitch deck copies, research actors for pitch decks and story and character research.
- Attend meetings, film research, and interview transcription and analysis.

DROP DEAD PILOT

January 2022-May
2022

Producer

- Arranged financing: budgeting, public fundraising, social media and media fundraising outreach.
- Hiring members and oversaw pre-production, production and post-production.

BETWEEN THE LINES SHORT FILM

October 2021-
December 2021

Creator, Writer, Director and Production Assistant

- Directed and assisted crew on auditions, budgeting, marketing, shot-lists, storyboard, script breakdown, production design, location scouting, editing, and sound.
- Directed actors, coordinated with producer and director of photography.

ALPHA XI DELTA, DELTA RHO

December 2019-
December 2022

Communications Vice President, External Marketing Director, and Website Chair

- Member of the Executive Board.
- Management of social media, branding, recruitment videos, merchandise, and newsletters.
- Received three awards from Alpha Xi Delta's National FHQ:
 - 1st place Social Media Engagement award
 - 2nd place Public Relations Inspiration
 - 3rd place Social Media Engagement award