

# IRA V. HOUSTON

1811 Tamarind Ave., Hollywood, CA 90028  
310-595-8222 • i.houston@lafilm.edu

**Summary of Qualifications:** Excellent Communicator: Strong Organizational Skills: Quick learner: Self Motivated

## **Technical Skills:**

- Microsoft Office Suite, EP Movie Magic Scheduling and Budgeting, Final Draft, Celtx, Avid Media Composer

## **Research and Planning:**

- Trademark and Copyright searches, issues and registration

## **Social Media:**

- Facebook, Twitter, Youtube, Linkedin, Tumblr, Instagram, Pinterest

## **EXPERIENCE:**

### **Producers Guild of America - Director of Membership Intern**

- Assist Director of Member services with daily operations
- Aid in member events such as screenings, mixers, and Guild clubs
- Performed various administrative duties such as documenting, photocopying, faxing, mailing, and organizing filing system

### **Synchronous | Office of David Gale - Intern Los Angeles, California**

- Television network development
- Social media management and analysis
- Achieve a strong, visible social media presence and develop concepts with viral potential. Continuously monitor online public relations and ensure the success of client programs.

## **Film Production - Los Angeles**

- **FIRST ASSISTANT DIRECTOR -**  
*Skeletons Canyon* Ken Oefeline, Director *Feature, Western, HD*
- **SECOND ASSISTANT DIRECTOR**  
*Summers Babes* Tony Adler DGA., Director *Feature, Drama, HD*
- **PRODUCTION COORDINATOR**  
*The Gilded Cage* Alexi Keates, Producer *Short, Horror, HD*

## **Television Production - Los Angeles**

- **ASSISTANT CAMERA**  
*Majors and Minors Season 1* Billy Dickson ASC. *TV Series, Hub Network, HD*  
*Tales from the Warner Brothers Lot* Bill Gerber, Producer *Feature Documentary, HD*

## **United States Army**

### *Infantryman / Artilleryman*

- Assure efficient and effective execution of defined processes and goods transportation
- scheduling
- Evaluations and guidance of squad members

## **HONORS AND INDUSTRY MEMBERSHIPS:**

- Academy of Television Arts & Sciences
- Veterans in Film & Television, Los Angeles

## **EDUCATION:**

### **2014 The Los Angeles Film School – Hollywood, CA**

#### *Bachelor of Science, Entertainment Business*

- Intellectual Property (Copyrights & Trademarks)
- Business Law and Contract Negotiation
- Social Media Marketing and Advertising