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MariaGolihar.com

EXPERTISE

Production Coordinator
Production Account
Production Manager
Producer
Associate Producer
First (AD) Assistant Director
Photography
Videographer
Employee Training
Team Building
Production Assistant
Editor

EDUCATION

**THE ART INSTITUTE OF
DALLAS - DALLAS, TX
BFA**

Digital Filmmaking and Video
Production (JUNE 2016)

**UNIVERSITY OF ALASKA AT
FAIRBANKS - FAIRBANKS, AK
AA**

Art and Communication
(MAY 2005)

Teacher Certificate

Trade and Industry (Film and
TV Production)

SKILLS

ADOBE

Photoshop, Premiere, After
Effects, Audition, Prelude,
Illustrator, Media Encoder,
Speed Grade, Acrobat,
Captivate,

MICROSOFT

Word, Excel, PowerPoint, One
Note, Outlook, Producer,

OTHER SKILLS

Final Cut Pro 7, Maya 2015,
Avid, Pro Tool, Final Draft,
Zytech, Tallie, Movie Magic,
Hot Budget, Articulate
Storyline, AutoScript,

Maria Golihar

Digital Media and Video Production

PROFESSIONAL PROFILE

The last couple of years Maria Golihar has been working in Digital Filmmaking and Video Production. Maria has a baccalaureate in Digital Filmmaking and Video Production, she has hands on knowledge in many areas of video production and is accomplished in many positions.

In preproduction, Maria Golihar has worked as a Producer, Assistant Producer, and Assistant to Director. During production, she has worked as Production Manager, Production Coordinator, Camera assistant, Grip, and Art Director. In post-production, Maria has been an assistant to the editor, and visual effects artist. Maria has handled records and catalogs of video clips, annotations, and has worked in maintain studio maintenance logs are accurate and up-to-date She has most recently worked as production accountant.

WORK EXPERIENCE

Freelance Work

Apr 2013 – Present / Dallas, TX

- Winstar Entertainment – Load in and out, Switcher assistant
- Living the Dream Business – Camera Operator, Production Manager for multi-camera productions
- Perry Productions – Graphics Artist
- Faith Explosion Kids Camp – Videographer
- Various Directors – Assistant Producer, Camera Operator, Producer, and Sound Assistant

Production Coordinator / AMS Pictures

May 2016 – Oct 2017 / Dallas, TX

Assist with financial paperwork for series. Process PO's, Check Request, Expense Reports, Track, and actualize expense. Help Production Manager oversee daily, weekly and monthly schedule for project. Keep track of all staffers assigned to series. Update Showrunner and management staff on project staff on project status. Manage completion of project deliverables include releases, music licenses, and other agreements and contract. Hire and negotiate crew, as needed. Obtain and process crew paperwork. Provide general administrative assistance to Showrunner, project manager and other management staff.

Production Assistance / Crafty / Background Casting / AMS Pictures

Aug 2016 – May 2016 / Addison, TX

- As Production Assistant, I filled the needs of set. Everything from moving and setting up equipment to picking up and closing set.
- AS a Crafty, I was given a budget and had to feed the team for the entire work day and provide meals on time. I also had to pay attention and meeting all dietary needs of the crew.
- Background Casting the goal is to find people that fit the scene to help carry the look.

Internship / Apprenticeship / Wingspan

Jan 2013 – Jun 2016/ Dallas, TX

- the Production Assistant, job is to manage props and equipment, build props, and the overall goal is to support the project and keep thing moving
- Grip, maintain lights, create lighting concepts, also manage, operate, and maintain all equipment.
- Camera Assistant, maintain and provide lenses, prep and set up equipment that is needed.

Logistical Supply / United States Army

Apr 2001 – May 2012 / Dallas, TX

- Job position range from various clerks and up to head office clerk. Goal was to maintain office, personnel, and orders
- Knowing and teaching others to run and manage in and out going of orders. This is important to maintain, because every office starts will 1 million in funds
- Manager of an office and control supplies. It was important to know and understand securities and control of high dollar items

Maintain a high level of customer service dealing with the various needs of the soldiers for the specific tasks according to the world's issues.