

J. ROGERS MARQUESS, III

2109 Shell Ave.

Venice, CA. 90291

(310) 927-4194

rogers@konwiserbros.com

EXPERIENCE:

10/02 – present, KONWISER BROTHERS ENTERTAINMENT

Production Coordinator/ Office Manager/ Executive Assistant

Coordinated projects in development, during production and through post production

Completed all requirements for establishing bank accounts, LLC's and guild affiliations

Researched and scheduled interviews for key crew positions; negotiated and booked equipment rentals and post-production facilities

Acted as production accountant for all in-house productions (\$1M + budgets)

Flawlessly handled heavy phone traffic, all office and partners' expenses, IT maintenance; hired and managed interns; and assisted both partners in all areas professional and personal

1/04 – 10/04, DARK FOREST, LLC, "Smile" (Independent Feature)

Production Coordinator/ Post Production Assistant

Coordinated all international cast and crew travel as well as equipment and film shipping to and from China

Traveled to China to assist Producers and Production Accountant

Assisted Post Production Producer through post production, including coordinating test screenings and creating questionnaires

10/02 – 8/04, MAGIC JOHNSON ENTERTAINMENT/ PARKWAY PRODUCTIONS/ NIKE,

"Crossover: An International Basketball Odyssey" (Feature Length Documentary aired on Showtime; Worldwide video distribution – WB Home Video)

Co-Producer

Managed all aspects of: pre-production, including extensive research and assisting Director with concept; production, including establishing foreign liaisons and coordinating all crew and equipment travel needed for shooting on location in Taiwan, Serbia and Montenegro, Italy, France, Greece, S. Africa and domestic; assisted with post production, including creating marketing materials and successfully submitting to film festivals

6/03 – 10/03; BACK IN THE DAY, LLC, "Back in the Day" (Feature – DEJ)

LA Production Coordinator

4/03 – 6/03; TOMY TOYS/ SABATINO DAY, LA

"Captain Hook's Shipped Wrecked" and others (National Commercial spot)

Assistant Coordinator

1/03 – 3/03; SHOTWIME NETWORKS/ KBK ENTERTAINMENT

“It’s the Maloofs ” (Reality pilot starring the Maloof Brothers)

Associate Producer

10/02 – 8/03; VIKED OUT ENTERTAINMENT/ KBK ENTERTAINMENT

“Underground Poets Railroad” (Documentary of Live-Event tour)

Associate Producer/Tour Coordinator

Coordinated spoken word tour featuring 6 of the country’s top poets

Coordinated documentary filmed during tour

QUALIFICATIONS:

PC/MAC Proficient; MS Word, Outlook (Express), Excel, PowerPoint; MYOB; Toast; QuarkXPress; Adobe Photoshop; FileMaker Pro 7; iDVD; Keynote Speaker; Apple Works; Working knowledge of DVD Studio Pro and Final Cut Pro 4; Impeccable organizational skills; acute professionalism; creative in concept and execution; completely self-sufficient but recognize the value of maximizing team resources; driven by an incredibly strong sense of urgency and a high energy level while achieving the desired result: success.

EDUCATION:

University of California, Los Angeles – ongoing

Certificate Program: The Business and Management of Film, Television, and Digital Entertainment Media with specialization in Finance and Accounting

University of Kansas, 2000

William Allen White School of Journalism and Mass Communications
Bachelor of Science in Journalism, Business Communications, Dean’s List ‘99, ‘00

REFERENCES:

Kip Konwiser, Partner, Konwiser Brothers/ KBK Entertainment

(310) 205-2477; kip@konwiserbros.com <<mailto:kip@konwiserbros.com>>

Tom Adelman, Co-Producer, “Smile”

(310) 271-5500; tdabandit@aol.com

Jeff Kramer, Director, “Smile”

(310) 403-1691; jefkramer@aol.com

More references available on request