

Cristiana DiPietro-Kilpatrick

PO Box 51803., Pacific Grove, CA 93950

831-224-0099 | info@cristianadipietro.com | www.cristianadipietro.com

SUMMARY OF QUALIFICATIONS

- Motivated Executive Producer
- Founder and Director of United States Nonprofit
- Empowered Leader
- Dedicated Preserver of Laws, Philosophies, and Regulations
- Excelled Computer Proficiency: MS Office, Adobe
- Action-Oriented Attention to Meticulous Detail
- Analytical Qualitative Researcher
- Skilled Budget and Deadline Aptitude and Discipline
- Accomplished Management Executive and Trainer
- Creative Problem Solver and Improvisor
- Valued Team Player
- Visionary Strategist with high Investigatory Standards

EDUCATION

Bachelor of Arts in Cultural Anthropology

December 2020

The University of Arizona Global Campus – San Diego, CA

EXPERIENCE

Co-Executive Producer

January 2019 – Present

Filmcopia Productions – Carmel, CA

- Facilitator of casting, contracting, and call sheets creation and distribution.
- Perform graphic design and developer tasks; creating logos and websites for mass worldwide distribution.
- Manager of social media and IMDb assets.
- Development Executive for all docuseries content.
- Projects: MoMs of Monterey

Author

January 2016 – Present

Atlantis Book Series – Pacific Grove, CA

- Creative Writer and Researcher – Middle Eastern and Greek Archeology. South American, Middle Eastern, European Anthropology. Theological research and implementation into a narrative format.
- Achieved 80,000 word minimum per book for worldwide distribution.
- Manager of social media and graphic designer: book covers, kindle, book wraps, audiobook cover.
- Projects: Atlantis: The Akashic Trials, and Atlantis: The Awakening.

Stage Manager - Hamlet

June 2013 – September 2013

Forest Theater Guild – Carmel, CA

- Hired two weeks before the opening of the show to stage-manage and pick up the role of Ophelia.
- Manager of rehearsals, script-supervision, stage lighting, prop acquisition, and sound effects.
- Coordinated cues for the cast of twenty while performing as Ophelia. The play starred John Barrymore III.

Festival Founder/Director

November 2011 – Present

Monarch Film Festival – Pacific Grove, CA

- Executive Creator, Founder, and Event Manager.
- Manager and Judge of International submissions.
- Onsite Projectionist, and Event Coordinator; hotel acquisitions, fundraiser, and in-kind donations.
- Producer of all graphic design: posters, banners, glassware, lanyards, and step-and-repeat red carpet.
- Writer and producer of grant proposals and press releases.

Catering Sales Manager

January 2011 – June 2012

Hilton Garden Inn Monterey – Monterey, CA

- Sales Manager for all catering groups; weddings, social, small room blocks, and business groups.
- Event and Room Block Manager for all groups sold by Sales Manager and Director of Sales.
- Achiever of leads and high monthly contracting goals.
- Onsite Event Manager for all groups on the property, including General Manager duties on Saturdays.
- Adherence and Manager of union policies pertaining to all hourly employees.
- Creator and distributor of banquet event orders, group resumes, cover sheets and meeting leader.

Producer

January 2010 – Present

Emberlight Productions – Pacific Grove, CA

- Coordinator of script breakdowns, casting nonunion talent, and contracting cast and crew.
- Perform all graphic design functions for distribution and social media; posters, logos, and website.
- Perform Line Producer duties; creator and distributor of call sheets, craft services, and contract permitting.
- Supervise distribution and social media posts and closed captions; Amazon Prime, Facebook, Twitter, Instagram.
- Projects: S.O.L (Web Series), Pieces (Feature Film), The Man Who Sees UFOs (Documentary), Fireflies in Gloaming (Feature Film), Die, My Dear (Feature Film), The Grinn (Feature Film), Where Monarchs Die (Short Narrative).

Producer

November 2008 – Present

Vitalia Entertainment – Los Angeles, CA

- Coordinator and distributor of reports: script breakdowns, strip boards, casting, and contracting.
- Manager of Screen Actors Guild actors, agents, and all subcontracted crew.
- Perform Line Producer duties; creator and distributor of call sheets, union payroll, contract creation and distribution, third party payroll coordination and bookkeeping responsibilities.
- Coordinator of worldwide distribution including representation at the American Film Market.
- Perform reporting consolidation of sales agents, and distributors.
- Project: We Will Rock You starring Corey Feldman, Mark Metcalf, Daniel Baldwin, Frank Stallone, and Larry Thomas.

Assistant Restaurant Manager

June 2008 – November 2008

Pebble Beach Company; Sticks Restaurant – Pebble Beach, CA

- Supervising a team of over thirty – restaurant and golf course and ensuring active support.
- Manager of preferred high-end events and bar, overseeing all event duties and ensuring quality standards.
- Ensure the quality of menu items and implementor of Pebble Beach service standards.
- Creator and strategist for group menu and drink options.
- Manager and proprietor of inventory for major restaurant events: AT&T Pro-Am Golf.

Producer

June 2007 – June 2008

Super Genius, Ltd – Los Angeles and Monterey, CA

- Coordinator and distributor of reports: script breakdowns, strip boards, casting, and contracting.
- Manager of Screen Actors Guild actors, agents, and all subcontracted crew. Oversee union policies.
- Coordinator of press releases and interviews with the cast and crew.
- Perform Line Producer duties; creator and distributor of call sheets, craft services, and contract permitting and union payouts to agents and actors.

- Project: McTaggart's Fortune starring Parker Stevenson, Pamela Sue Martin, and Willard Pugh.

Sales/Event Manager

June 2006 – December 2007

Monterey Marriott – Monterey, CA

- Manager of sales for all catering groups under 100 room nights, and 150 catered attendees.
- Coordinator for all groups booked through the Santa Clara Event Booking Center.
- Lead Trainer for computer systems: SFA and NGS.
- Creator and distributor of banquet event orders, group resumes, and cover Sheets.
- High Ranking ESS Manager.

Senior Restaurant and Beverage Supervisor

November 2004 – June 2006

Hollywood Renaissance & Monterey Marriott – Hollywood & Monterey, CA

- Onsite Manager of up to four outlets at a time – Bar, Restaurant, In-Room Dining, and Coffee Cart.
- Conduct computer report implementation for all LMS, forecasting, C-7s, scheduling, payroll, memos, marketing, menus, and micros.
- Coordinator of inventory for Wolfgang Puck Banquets, and all food & beverage outlets; proficient with Microsoft excel, word, and accounting responsibilities.
- Perform graphic design and offsite third-party printing duties in addition to department budget management.
- Increased Guest Satisfaction numbers by 20% in six weeks.
- Adherence and coordinator of human resources to food and beverage union policies.
- Outlet Events Managed: Oscars, BET Awards, SAG Awards, and George Lucas AFI Award Celebration.

COMMUNITY INVOLVEMENT

Public Relations

October 2018 – December 2019

Pacific Grove Co-Op Preschools Nonprofit - Pacific Grove, CA

- Social Media Management
- Graphic Design for Winterfest and Spring Fling

PROFESSIONAL ORGANIZATIONS

Member, Golden Key International Honour Society

Member, Alpha Lambda Chapter at Ashford University

HONORS AND AWARDS

Certificate of Recognition for Improving the Quality of Life for Everyone in our Region through the Arts in Monterey County, Arts Council for Monterey County