

MALIAQ KAIRAIUAK

(907) 631-8498 • KAIRAIUAK@UNM.EDU

1200 Avenida Cesar Chavez Dr, Apt 0713D, Albuquerque, NM 87106

OBJECTIVE

Upon completion of UNM's FDMA program with a concentration in film production, I would like to focus my professional energy on taking on projects that highlight a more accurate perception of minority communities, highlighting specifically indigenous peoples. I firmly believe that better representation will not only personally resonate with the youth of those communities, but create an opportunity to develop stronger cross-cultural relations by helping eliminating cultural disparities and show culture from a more accurate lens. My office managerial experience gave me the opportunity to develop accounting skills and the skill necessary for in-depth reporting, has also allow me to develop the ability to produce accurate project development progress. My expansive experience in other areas has allowed me to develop the ability to seamlessly acclimate to new working environments. With my career goals and personal experience in mind, I feel that I would be a competitive candidate for the 2nd assistant director, art director, and prop master positions.

SPECIAL SKILLS

- o SAG-AFTRA Member #: 0110170
- o Accounting Experience (Including Accounts Payable & Receivable, Payroll, and Any Task Tracking Financials - See Work Experience)
- o Microsoft Office Specialist (Word, Excel, PowerPoint)

Typing Speed: 62 wpm **Ten-Key Speed:** 188 spm

FILM EXPERIENCE

Colores, Associate Producer/Intern Albuquerque, NM

I am a student intern for the 2022 spring semester. I will be floating through different production positions throughout internship, operating tape decks and audio, helping staging studio for shoots, cameras, directing, and editing. I also help review program pitches, footage, and final edits. I reach out to potential subjects for interviews, ensure they have all required info for shoot days, and they sign all required releases and documentation.

STEM'd From My Ancestors, Director/Executive Producer Albuquerque, NM

Conducted research for indigenous scientists in the Albuquerque area, reached out to coordinate storyline and filming dates, found local drummer to coordinate music, outreached to UNM's film department to build up a team of cinematographers, sound engineers, and grip and electric, found local sponsors to fund meals and miscellaneous expenses, made call sheets, appearance and materials releases, directed on filming days, edited documentary, coordinated screening with sponsor location and food vendor, and promoted via social media. (Available to stream for free via YouTube).

Drifteen, Line Producer Albuquerque, NM

Created shot lists, assisted oversee budget, reserved on campus locations for filming dates, coordinated funds for costuming, arranged catering, made sure locations had funding and necessary info for filming permits, acted as a stand in and script supervisor on an as needed basis, and other duties as necessary.

WORK EXPERIENCE

DGF Enterprises, Office Manager Anchorage, Alaska
Duties include utilizing Quickbooks (running company payroll, creating invoices, tracking expenses, etc.), managing company tax payments, managing cash logs, ordering supplies, Metrc data entry, managing state paperwork, conducting and reporting company audits, creating standard operating procedures, and other duties as assigned.

Builders Bargains, Office/Sales Manager Palmer, Alaska
Duties include assisting the walk in customers, answering telephones, receiving orders, calculating and placing special orders, going on site to customers for in home consultations, utilizing Quickbooks (creating estimates and invoices, producing reports, managing inventory, and balancing customer accounts), representing the company at trade shows/Alaska State Fair and other duties as assigned. I also have been the representative for Builders Bargains at the Success Alliance Chapter of BNI. I would actively network at weekly meetings and conduct presentations, while establishing community relationships and generating referrals.

Kenai Peninsula Tourism Marketing Council, Office Assistant Soldotna, Alaska
Duties including managing permit mailings, conducting deliveries of Guide Magazines to local businesses and visitors centers, managing online orders, recording leads, answering multi-line phones, preparing documents for USPS and clientele, managing a weekly newsletter, assisted in ad design and other duties as assigned. I also was a highly involved with the planning of our annual Taste of the Kenai where I reached out to businesses for donations for our auction, tracked all donations and set up auction tables, managed all 300 ticket sales, made signs for tables and completed mail merges for bid sheets and table tents for auction items, thank you letters and certificates for companies that provided donated services, and updated the Taste of the Kenai website utilizing Photoshop, HTML coding and other website design techniques.

ADDITIONAL EXPERIENCE

Roadtrip Nation, Roadtripper Various
ASU + GSV Education Summit, Panelist Virtual
First Alaskan's Institute Elders & Youth Conference, Panelist Virtual
Big Miracle, Minor Speaking Role (Dana) Anchorage, Alaska
First Alaskan's Institute, Intern Anchorage, Alaska

REFERENCES

Jasmine Spearing-Brown
Producer
Roadtrip Nation
(949) 764-9121

Stormi Backus
Office Manager
Hickey Consulting, LLC
(541) 613-6794

Shanon Davis
Executive Director
Soldotna Chamber
(907) 262-9814