

# Matthew Caminiti

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## RELEVANT EXPERIENCE

### United States Military Academy

West Point, NY

Production Assistant

September 2018- Present

- Set-up and tear-down equipment including switcher and cameras for 7 men's and women's sports
- Utilize Newtek 3play to clip, call and manage all replays
- Act as graphic operator during all live game and video streams

### Multiple Production Companies

Greater New York Area, NY

Production Assistant

September 2016- Present

- PA for Television + Film production companies: Netflix (*On The Road with Kevin Hart*), Automatic Twins (*I Love You America*), 495 Productions (*Jersey Show Family Vacation* and *Winter Break: Hunter Mountain*), Authentic Entertainment (*Trading Spaces*), Triple Threat Productions (*The Great Christmas Light Fight*), Vincenzo Productions (*Price of Silence*),
- Support the Production Coordinator and Assistant Directors with research, petty cash reimbursement, transportation, and creating call sheets and production reports
- Transcribe interviews and created music cue sheets and graphics list
- Prepare field notes for production team
- Shuttle equipment and personnel to set

### Fox Sports, 118<sup>th</sup> US Open and 71<sup>st</sup> U.S. Junior Amateurs Championship

South Hampton, NY+ Springfield, NJ

Office Runner- Shopping/Procurement Team + Runner

June 2018 - July 2018

- Assisted production managers with account reconciliation and purchasing
- Managed office supplies and craft services
- Nightly housekeeping, stocking coolers and keeping compound clean

### NBCUniversal, 2018 Pyeongchang Winter Olympics Games

Stamford, CT

Production Associate, Central Video Tape (Central Ingest)

February 2018

- Monitored 10 airspeed and media deck records to ensure seamless video feed from South Korea
- Reconciled record and feed chart with the Broadcast Operation Center's online schedule
- Served as a liaison between Tape Producers and the Broadcast Operations Center

### MRC Productions

Westfield, NJ

Content Marketing Company/ Productions

November 2017-Present

- Create content marketing videos for Building Blocks Lacrosse, Realtors in Westfield NJ, and *Miller Family Finds Fun*

### FloSports

Eastern Seaboard, USA

Production Assistant and Archiver

May 2017-Present

- Support Producers working on numerous sporting events including Wrestling, Cheer, and EYBL Basketball
- Set-up computers, cable and other equipment for livestreaming
- Support advertising team by triggering commercial pods

### Backroads Entertainment

New York, NY

Development Intern

January - May 2016

- Created, researched, wrote one-sheets and pitched reality shows
- Produced casting list for reality TV and research documents

## SKILLS & AFFILIATIONS

Equipment: PMW EX-1; Arriflex; Tascam, Boom, Newtek Tricaster 850 Extreme

Computer Software: Avid Media Composer 5/6/7, Adobe Premiere CS6/CC/ CC 2014/CC 2015, After Effects, Avid Protocols, DaVinci Resolve 9, Adobe Photoshop, Adobe Illustrator, Gorilla, InDesign CC, Adobe Audition CS6, FCP7/X, and Final Draft 9, Microsoft Office Suite

Boy Scouts of America, Eagle Scout

## EDUCATION

### Fairfield University

Fairfield, CT

Bachelor of Arts

May 2016

Majors: Film, Television and Media Arts and History

Minor: Educational Studies

GPA: 3.46

Dean's List

Phi Alpha Theta (History Honor Society)

**Multiple Choice**

- A 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- C X 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B X 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- b X 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

74%

**Match the Correct Vocabulary**

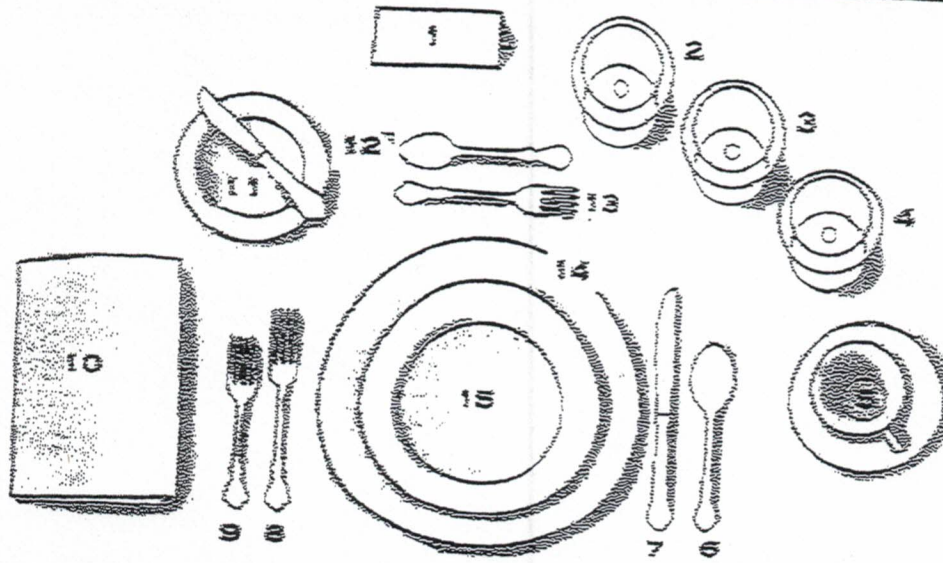
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <del>A</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <del>B</del> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish   | <del>C</del> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <del>D</del> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <del>E</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <del>F</del> Used to open bottles of wine   |
| <u>E</u> Tray Jack       | <del>G</del> Style of dining in which the courses come out one at a time  |



Name \_\_\_\_\_

# Servers Test

Score / 35



## Match the Number to the Correct Vocabulary

10  
11  
12  
13  
14  
15  
16  
17

Napkin  
Bread Plate and Knife  
Name Place Card  
Teaspoon  
Dessert Fork  
Soup Spoon  
Salad Plate  
Water Glass

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17

Dinner Fork  
Tea or Coffee Cup and Saucer  
Dinner Knife  
Wine Glass (Red)  
Salad Fork  
Service Plate  
Wine Glass (White)

## Fill in the Blank

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? SUGAR, MILK, CREAM
- Synchronized service is when: you and team member serve
- What is generally indicated on the name placard other than the name? Table Number / Title
- The Protein on a plate is typically served at what hour on the clock? 1
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Make a note and ask for the manager for