

Ruben Theodor Kovalsky
Valley Village, Los Angeles, CA 91607
(310) 919-6802
ruben.kovalsky@gmail.com

Work experience

Production coordinator, Catalyst Studios, Belgrade, Serbia (Jun 2022-Dec 2022)

Spent 5 months working for an independent US film studio shooting a slate of 3 feature movies in Serbia. One of the roles as a production coordinator was being in charge of all travel arrangements for cast and crew. My other responsibilities included being a bridge between the line producers and the studio heads, breaking down scripts, handling per diems.

Internship

(323) 687-2478 - Paul Kampf

Personal assistant, Loomis family, Hollywood, CA (Sep 2021 - Jun 2022)

Overseeing and up-keeping multiple properties, including taking care of all animals. Personal schedule management.

(818) 732-5255 - Carey Loomis

Senior executive assistant, Mama Wolf LLC, Los Angeles, CA (Apr 2018-May 2021)

Planning meetings, setting doctor appointments, keeping up with personal schedule. Chauffeuring and many specific personal tasks.

(909) 372-8001- Maxwell McClung

Sales representative, O2 Czech Republic, Ostrava, Czech Republic (Jun 2017 - Apr 2018)

Taking care of the current customers, creating individual service plans. My main task was introducing new services and products to the clients that did not know they needed it.

+420 950 143 548 (contact only speaks Czech)

Sales associate, Coles, Sydney, Australia (Oct 2016 - May 2017)

Fronting items on the shelves and greeting customers. Inventory manager and dealing with new order forms. Managing the information desk.

+61 295581374 - Store

Multimedia consultant, AV Media a.s., Praha, Ostrava, Czech Republic (Aug 2014-Sep 2015)

Setting up audio and visual technology for schools and universities

+420 724 444 125 - Jan Hadzega

Education

UCLA extension, Los Angeles, CA (2021-)

Music business certificate (a program that teaches students both sides of the music business, the artist side as songwriting, recording etc as well as the management side such as touring and merchandise, music licensing etc)

Australian Pacific College, Sydney, Australia (2016-2017)

Tourism

1st International School of Ostrava, Ostrava, Czech Republic (2012-2016)

High School diploma

Skills

Adaptability, communication, strong work ethic, speed and efficiency, general knowledge of music recording, MS Office