

# MINDI MARTINEZ

1014 BRAYDEN WAY, GREENBRIER, TN 37073  
310-871-9486

## EXPERIENCE

APR 24 – DEC 24 PARAMOUNT/KING STREET PRODUCTIONS LLC, Austin, TX

### Transportation Dispatcher (remote)

- Managed million-dollar transportation budget for **1923 Season 2**
- Facilitated lease agreements between studio and vendors
- Managed driver payroll
- Coordinated cross-country company moves and equipment drop loads
- Produced and tracked purchase orders for all transportation equipment
- Ordered all equipment: tractors, trailers, trucks, vans, cast cars, heavy equipment (forklifts, gradalls, condors, scissorlifts)
- Coordinated with all other departments for daily requests

DEC 18 – CURRENT CROSSFIT EAST NASHVILLE, Nashville, TN

### Strength & Conditioning Coach

- Coach group CrossFit and Olympic Weightlifting classes

MAR 22 – JUN 23 MARVEL STUDIOS dba Standoffish Productions, Atlanta, GA

### Transportation Dispatcher (remote)

- Created and tracked million-dollar transportation budget for **Blade**
- Facilitated lease agreements between studio and vendors
- Coordinated with all other departments for daily requests
- Produced and tracked purchase orders for all transportation equipment
- Ordered all equipment: tractors, trailers, trucks, vans, cars, heavy equipment
- Managed driver payroll
- Coordinated shipping equipment for cross-country drop loads

MAR 14 – DEC 19 MARVEL STUDIOS dba Various Production Companies, Atlanta, GA

### Transportation Dispatcher

- ***Ant-Man, Captain America: Civil War, Guardians Of The Galaxy Vol.2, Avengers: Infinity War and Avengers: Endgame, Various Reshoots***

JUN 11 – FEB 14 KITSAP CROSSFIT, Poulsbo, WA

### Manager /Strength & Conditioning Coach

- Managed gym operations
- Coached group CrossFit and Olympic Weightlifting classes

VARIOUS PRODUCTION COMPANIES

### Transportation Office Coordinator

AUG 10 – JUN 11 COLUMBIA PICTURES, Culver City, CA – ***The Amazing Spiderman***

JUL 09 – JAN 10 COLUMBIA PICTURES, Culver City, CA – ***The Green Hornet***

APR 09 – JUL 09 CBS FILMS INC., Studio City, CA – ***The Back Up Plan***

MAR 08 – NOV 08 TIBERNIA PRODUCTIONS, INC, Culver City, CA – ***Angels & Demons***

NOV 07 – MAR 08 STAGE 6 FILMS INC, Culver City, CA - ***Armored***

JUN 07 – OCT 07 COLUMBIA PICTURES, Culver City, CA – ***House Bunny***

SEPT 06 – MAY 07 GOOD TIME CHARLIE PRODUCTIONS LLC, Los Angeles, CA – ***Charlie Wilson's War***

AUG 03 – AUG 06 REVOLUTION STUDIOS, Santa Monica, CA

### Transportation Office Manager

- Office coordinator on feature films ***XXX2: State of the Union, RENT and NEXT***
- Produced and tracked purchase orders for equipment, managed driver payroll

OCT 00 – NOV 02 CHINA GRILL MANAGEMENT, INC., Las Vegas, NV

### Event Coordinator

- Contracted banquet events for groups ranging in size from 15 to 1,000

- Managed events on-site across 4 different restaurants: China Grill, Rumjungle, Red Square, Red White and Blue

JUL 98 – JUL 00 DANCING PIGS, INC./MUNDO MANAGEMENT LLC, Santa Monica, CA

**Special Projects & Promotions Manager**

- Coordinated and managed food demos by celebrity chefs Susan Feniger and Mary Sue Milliken for television appearances
- Liaison for spokesperson contracts with United Airlines, Whole Foods Markets
- Assisted in opening Border Grill, Las Vegas and Ciudad, Los Angeles

**EDUCATION**

MAY 93 LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA  
Bachelor of Arts – Communications