

# CARLOS PANTIN

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## STUDIO EXPERIENCE

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### MTV Entertainment Studios / Paramount Global

Los Angeles, CA | Jan 2023 - Sep 2024

#### Production Manager, Scripted Originals for Paramount+ & Showtime

- Served as the central liaison between 3<sup>rd</sup> party production companies and key internal stakeholders by disseminating and enforcing network protocols from development to release across 7+ productions in UK & US.
- Managed the process for all union paperwork, in-house and 3<sup>rd</sup> party, ensuring proper set up for each production, including DGA, SAG, WGA, IATSE, Teamsters setup Forms, Deal Memos, Worklists, etc..
- Organized, managed and setup all writers rooms by hiring room members, negotiating rates, setting up spaces, while continuously tracking weekly costs, script assignments and deliveries until completion through production.
- Created a studio-wide blueprint for new high-budget SVOD domestic and international series' budgets, ultimately informing a greenlight decision between studio heads and the company's global CFO & CEO.
- Reviewed and interpreted contracts to ensure production budgets met all contractual obligations and consequently vetted budgets prior to greenlight approval from the studio EVPs— ultimately leading into periodic reviews of cost reports and hot costs to stay on budget in collaboration with Finance executives.
- Monitored final deliverables and guided necessary approvals and/or proper audits of financial documentation.
- Responsible for managing the day-to-day of the Coordinators, Production Associates and Interns in the department spanning a team of six people.

### MTV Entertainment Studios / Paramount Global

Los Angeles, CA | Jun 2022 - Jan 2023

#### Production Coordinator, Made for Television Films for Paramount Network, Showtime, Comedy Central, VH1, CMT, MTV

- Created and maintained internal systems to properly organize, track and communicate essential information including costs, creative materials, and logistical data for the company across multiple productions.
- Oversaw all production deliverables via Scenelink – including communicating requirements to productions, ensuring their accuracy, and receiving sign off from all internal departments.
- Spearheaded departmental and studio-wide analysis and trackers by ensuring a timely and accurate delivery of information – including building grids to support research requests on a weekly, quarterly and year end basis.
- Managed archival sites and drives - including confidential information for all internal and production documents ensuring these were uploaded and maintained by each show's wrap period in a timely manner.
- Setup offices – including writers rooms, conference calls, meetings, room requests, drive ons, reservations, etc.
- Collaborated in the timely distribution of all production-related documents to all internal and external stakeholders spanning across all major departments involved from pre-production to post-production.

## SELECTED PROJECTS

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*"The Big Cigar"* - Apple TV+ // Warner Bros. Studios

Apr 2022 - May 2022

#### COVID Supervisor/Liaison

- Served as production's liaison tasked to implement studio COVID policies prepping for principal photography.

*"Sex Lives of College Girls"* - HBO Max Series // Warner Bros. Studios

Jan 2021 - July 2021

#### Health and Safety Set Captain

- Directly led a team of five PAs while coordinating department heads & 100+ crew to ensure a COVID-safe set by adhering to production protocols through a close relationship w/the AD dept., writers, talent and showrunners.
- Assisted in coordinating 200+ daily COVID tests, while ensuring a smooth-operating testing site and managing daily scheduling for all Cast/Crew, both remotely and in-person for Ep.1. **Producer:** Mindy Kaling.

## SOFTWARE & SKILLS

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#### Software:

- **Office:** Proficient in Pages, MS Office Suite, Google Docs, Scenelink, Cashét Pay, SAP, SQL, Tableau & more
- **Creative:** Proficient with Final Draft, Movie Magic Budgeting, Adobe Suite, Ableton Live, Rekordbox & more

#### Languages:

- Fluent in oral and written English, Spanish, Portuguese

## EDUCATION

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UCLA Extension - **Entertainment Studies Certificate**

March 2021

University of California, Los Angeles

Bachelor of Science, **Economics** || Bachelor of Science, **Psychology** || Minor in **Business**

December 2016

The Pennsylvania State University, State College, PA

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## PROFESSIONAL SUMMARY

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With extensive freelance experience in on-set production for indie films and major studio TV series, I transitioned to Paramount in 2022 as a Production Coordinator, supporting their TV movie slate where I oversaw 10+ films, serving as the central liaison between third-party production companies and key internal stakeholders. In 2023, I was promoted to Production Manager, where I standardized and created new workflows, managed budgets and logistical operations across multiple departments (both internally and externally), and oversaw all writer's rooms. All while continuously developing new relationships with passionate creatives and executives across the industry, domestically and abroad, who are seeking to develop new and original IP to produce for an eventual sale and distribution.

## SELECTED TELEVISION PROJECTS

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<b><u>"CONFIDENTIAL S1"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Showtime</i> with 101 Studios	Pay TV, 60-mins Episodic (TBD 2025) London, UK
<b><u>"CONFIDENTIAL S1"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Showtime</i> with 101 Studios	Pay TV, 60-mins Episodic (TBD 2025) London, UK
<b><u>"The Agency S1"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Showtime</i> with 101 Studios	Pay TV, 60-mins Episodic (2024) London, UK; Estonia; Egypt
<b><u>"Tulsa King S2"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Paramount+</i> with 101 Studios	HBSVOD, 60-mins Episodic (2024) Atlanta, GA
<b><u>"Landman S1"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Paramount+</i> with 101 Studios	HBSVOD, 60-mins Episodic (2024) Fort Worth, Texas
<b><u>"Wolf Pack S1"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Paramount+</i> with Capital Arts Entertainment	HBSVOD, 60-mins Episodic (2023) Atlanta, GA; Los Angeles, CA

## SELECTED FILM PROJECTS

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<b><u>"Office Race"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Comedy Central</i> with Above Average Co.	Narrative Feature (2023) Atlanta, GA
<b><u>"Pretty Stoned"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for MTV Network</i> with Capital Arts Entertainment	TV Movie (2023) Atlanta, GA
<b><u>"Heist 88"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for Showtime</i> with Basset-Vance Productions	Narrative Feature (2023) Chicago, IL
<b><u>"Teen Wolf: The Movie"</u></b> <b><u>Production Manager</u></b>	<i>MTVE Studios for Paramount+</i> with Capital Arts Entertainment	Narrative Feature (2023) Atlanta, GA; Los Angeles, CA
<b><u>"Noah's Arc"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for Showtime</i> with POP Films	TV Movie (2023) Atlanta, GA
<b><u>"All I Didn't Want for Christmas"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for VH1 Network</i> with Blue Ice Pictures	TV Movie (2022) Vancouver, Canada
<b><u>"A Nashville Country Christmas"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for CMT Network</i> with Synthetic Cinema International	TV Movie (2022) Nashville, TN
<b><u>"A Divas Christmas Carol"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for VH1 Network</i> with Blue Ice Pictures	TV Movie (2022) Vancouver, Canada
<b><u>"Binged to Death"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for VH1 Network</i> with Will Packer Productions	TV Movie (2022) Atlanta, GA
<b><u>"Hip Hop Family: Xmas Wedding"</u></b> <b><u>Production Coordinator</u></b>	<i>MTVE Studios for VH1 Network</i> with Foxxhole Productions	TV Movie (2022) Atlanta, GA