

# Matt Gilbert

---

1618 Scene Loop, Fairbanks, AK 99709 Ph: 907-799-7836 Email: [mattgak79@gmail.com](mailto:mattgak79@gmail.com)

## SCREENWRITING QUALIFICATIONS

- Completed a dozen screenplays in action, drama, comedy, romance, and historical drama.
- Conducted research for scripts in plots, places, themes, facts, and historical character prospective, reading books, studying similar films, and analyzing existing screenplays.
- Screenplay: *Takeover in Alaska* made Quarter Finalist at Screencraft Fellowship 2016.
- Wrote *The Swan House* screenplay that attracted famous actors and garnered interest from a major Hollywood Studio and producers in New York.
- Co-wrote four screenplays with another screenwriter, developing alternate versions, providing details relating to character personality and environment.
- Well read in the basics of Syd Field, Screenwriter Bible, and studied existing scripts.

## ACTING QUALIFICATIONS

- Multiple film and Play Auditions in New York and Alaska.
- Summer Acting Class at the Fairbanks Arts Festival
- Acting Classes in Albuquerque, NM and Fairbanks, AK
- Well-read in the basics of Stanislavski, Adler, and Meisner, as well as their exercises.

## FILM PRODUCTION QUALIFICATIONS

Independent Feature Producer:

- Casting Director, managing teams of actors and production assistants, production accountant, and balancing work schedule efficiently.
- Assumed leadership role in large network of student actors, production assistants, script supervisor.
- Attended and presented film to financiers at a business luncheon and obtained interest.
- Formed and registered production company with the state: *Sunland Productions*.
- Organized a Table Read of *The Swan House* in New York.
- Production Assistant on *Montauk (2021)* in Southampton, NY.

Documentary Short Producer:

- Produced Two Films on old Native American trails and places for two rural communities in Alaska and working with the editor to produce two good films for a YouTube Release.

## EMPLOYMENT HISTORY

**Personnel Plus, Inc,** Fairbanks, AK 11-21 to 04-20

Various tempt positions in construction laborer, FedEx Package Handler, Mover, Event Floor. Staff, and Driver.

**Tanana Chiefs Conference,** Fairbanks, AK 11-12 to 02-22

*Contracted Map Specialist* \$30.00 an hour  
Creating an Index for a completed Master Report with numerous sections.

**Independent Bookkeeper/Program Manager,** Rural Alaska, AK 01-21 to 05-21

Organized and updated files, placed orders, assisted board with information and coordination.

**Peger Road Collision,** Fairbanks, AK 11-17 to 05-18

*Bookkeeper*  
Organizing receipts, writing excel budget sheets, preparing books, and assisted with basic labor.

**Contracted Rural Project Director,** Venetie, AK 9-15 to 12-16

*Old Village Project Director* \$15.00 an hour *Interim Period* 8-16 to 9-16  
Soil erosion investigation, site studies for a formal report.

## EDUCATION

**UNIVERSITY OF ALASKA Fairbanks** Fairbanks, AK

*Master of Arts in Rural Development, April 2010*

- Graduated 3.1

**UNIVERSITY OF ALASKA ANCHORAGE** Anchorage, AK

*Bachelor of Arts in English-Rhetoric, May 2005*

## SKILLS

- Team player and excellent multi-tasker
- Excellent written and oral communication skills
- Excellent time management and deadline-meeting skills
- Proven leadership and management skills on various projects
- Creative solutions to completing projects on Shoe-String Budgets