

Guo-Jian Swartz

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EDUCATION.

Universidade Católica Portuguesa- Porto Campus Porto, PT	Expected Graduation: June 2027
Master of Enterprise Management for the Creative Industries	
Merit Scholarships (Bolsas de Mérito)	
Columbia College Chicago Chicago, IL	Graduated: May 2025
Bachelor of Fine Arts, Film and Television Producing	
- Winner of Chicago/Midwest National Academy of Television Arts & Sciences Emmy - Dean's Scholarship, Columbia Scholar Award, Faculty Recognition Award, Dean's List	

PROFESSIONAL EXPERIENCE.

Aloha Poke Co. Chicago, IL	May 2022-Oct 2026
Shift Lead	
- Provide exceptional customer service to an average of 100+ customers per shift, ensuring satisfaction and repeat business. - Collaborate with team members to ensure smooth operations during peak hours. - Demonstrate efficiency in multitasking and prioritizing tasks to meet needs.	
SMUGGLER Los Angeles	Jan 2025-May 2025
Production Intern	
- Managed special projects for senior leadership, Head of Production, Chief Operating Officer, and development coordinator. - Supporting the operations team by coordinating meals, managing rentals, and maintaining a welcoming office. - Worked as a set PA on SMUGGLER commercials and music video productions. - Maintained professional communications on the phone with SMUGGLER clients and transferred to correct personnel.	
Freelance Filmmaker Los Angeles Chicago	Jan 2025-May 2025
- Production Assistant, The Times and Corner Pockets (Music Video) (FLY ANAKIN Directed by Phillip Youmans) - Production Assistant, Come Back to Me (Music Video) (The Marias, Directed by C Prinz) - Production Assistant, Vogue x 1800 Tequila (Commercial) (Directed by Phillip Youmans)	
The Neorealist Chicago, IL	Feb 2024-Aug 2024
1 st Asst. Director – feature film, <i>Killing the Canary</i>	
- Managed smooth execution of shooting schedule for 12 ½ pages per day. - Coordinated with director, cast, and crew to streamline workflow and resolving on-set issues promptly. - Implemented safety protocols and ensured compliance for a safe working environment. - Oversaw all aspects of set preparations and wrap-up with organizing set logistics for each day.	
That'sa Pizza Traverse City, MI	Jul 2016-Jan 2022
Crew Member	
- Cleaned and organized kitchen stations to promote cleanliness. - Paid close attention to instructions from supervisors to complete task on time. - Onboarded new employees with training and working with the new worker to get comfortable with the job.	

ACTIVITIES.

Columbia College Chicago Hillel Chicago, IL	Aug 2022-May 2025
President	
- Represented CCC Hillel at Hillel International's 2024 Israel summit for building new connections with other student leaders. - Acted as spokesperson for Hillel, representing the organization at campus events and meetings. - Initiated and led efforts to enhance participation by calling and meeting people for coffee to discuss joining Hillel. - Worked with Columbia College Chicago administration and other student organizations to advance mutual goals and projects.	

SELECTED SHORT FILMS.

<i>Puck</i>	Producer	<i>Dr. Rooney's Office</i>	Unit Production Manager
<i>Ethan& Amelia</i>	Producer	<i>Noon at 2AM</i>	Co-Line Producer
<i>A Waning Memory</i>	Producer	<i>My Deaf Heart</i>	Line Producer
<i>Tobi Ibot</i>	Producer	<i>Behind His Eyes</i>	Line Producer
<i>Blues in the Night</i>	Producer	(Winner, Chicago/Midwest Emmy)	

SKILLS.

Production: Permit locations, script supervising, budgeting, catering, call sheets, scheduling, production reports, contracts, Starlink, HME
Software: Movie Magic Budgeting/Scheduling, Final Cut Pro, Adobe Premiere, Microsoft Office, Google Workspace, Assettigger, SIDEPIECE
Interests: Studied Kung-Fu for six weeks at Wudang Academy in the mountains of Southern China.