

THOMAS O. PORTER  
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## EXPERIENCE

### FILM INDUSTRY CONSULTANT

Advised on and created business plans, budgets, scripts, state incentive applications and shoot schedules for film producers. Also performed production accounting and production management for feature film productions.

8/07 to present

### CITY OF LOS ANGELES, DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION

1149 S. Broadway, 10<sup>th</sup> Fl. M/S 944

Los Angeles, CA 90015

(213) 485-3657, Elinor Mondok, Principal Clerk, Administration Section

Clerk/Typist – Assigned to the Solid Resources Citywide Recycling Division to schedule business hazardous waste appointments and handle public phone inquiries regarding recycling and hazardous waste. Also responsible for data entry, filing, copying, mailing, inventory, supplies and misc. projects.

11/05 to 7/07

### LOS ANGELES DEPT. OF WATER AND POWER

111 N. Hope St., Room 1163, Los Angeles, CA 90012

(213) 367-1844. Joyce Wilson, Vendor Liaison Supervisor

Clerk/Typist – assigned to Corporate Purchasing, tasked with generating purchase orders based on department-wide requests for materials and services. Heavy data entry. Misc. clerical tasks as assigned. (limited assignment)

3/05 to 11/05

### ALLEN'S PRESS CLIPPING BUREAU

900 Wilshire Blvd. Ste. 430, Los Angeles, CA 90017

(213) 628-4214. Tommy Hughes, Regional Manager

General Office(2001-2005) - including customer service and A/R for 700 accounts. Proposed and implemented an electronic invoice system to replace a time-consuming manual system.

Reader (1990-2000) - Locate newspaper and magazine articles covering 25,000 subjects requested by 3500 clients.

7/90 to 3/05

### ALCON SURGICAL

(employed at Bellevue, WA. IOL plant, closed 1989)

6201 South Frwy. Fort Worth, TX 76134. (800) 862-5266

Records processor & Lab technician - Maintained intraocular lens manufacturing records, verified document completeness and accuracy, performed final product release, prepared documents for microfilm, developed records-retrieval system and aided in manufacturing/quality/regulatory investigations. Proposed and implemented department conversion from microfiche to film that realized annual savings of \$12,000. The area of my responsibility received no FDA-audit citations spanning four years and one million devices. First year of employment featured multiple laboratory production and microscope inspection tasks. In subsequent years I performed those duties on an as-needed basis.

7/85 to 12/89

U.S. AIR FORCE honorable discharge following four years of public relations service.

## EDUCATION

B.S. American Studies, Northern Arizona University, Flagstaff, AZ

A.A. Criminal Justice. Mott Community College, Flint, MI

Hazardous Waste Operational Emergency Response standard (HAZWOPER)

Total Quality Control Seminars, Alcon Surgical

Kodak and Minolta Records Management Seminars