

**HEATHER L. ROSS  
H. ROSS PRODUCTIONS, INC.**

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### **Writing and Web Site Development**

*2007-Present:* Feature film reviewer for Internet Movie Database [www.imdb.com](http://www.imdb.com); developed and maintain websites for **EEI** [www.eeproject.com](http://www.eeproject.com), **The "I Do" Do** [www.theidodoo.com](http://www.theidodoo.com) and **Konkord Assembly** [www.konkordassembly.com](http://www.konkordassembly.com), write press releases, newsletters and other marketing material for each; *2005-2007:* developed and maintained website for the **United Nations Association** [www.unapasadena.org](http://www.unapasadena.org); *2006:* Wrote article "Slices of Life" published in **Easy Reader**, "Red Nation Celebration" published in **Awareness Magazine**, "The Ambassador" published in **Building Owners and Managers Magazine**, **Desh Videsh Magazine** and **India West**. *2005:* Wrote article "Location Filming in Los Angeles" published in **Production Update Magazine**. *2004:* Wrote article "The Changing Face of Real Estate" published in **Institute of Real Estate Management (IREM) Magazine**. *2003:* Developed website **HSG, Inc.** [www.hsg-inc.com](http://www.hsg-inc.com), wrote article "Friends of IREM Spotlight" published in **IREM Magazine**, developed business **Peace Beads** and website [www.peacebeads.org](http://www.peacebeads.org) as well as press releases and extensive marketing material. *2002:* Wrote article "Making a Difference" for publication in **Chicken Soup for the Coach's Soul** to be published in 2008 and poem "Jeff, My Brother" published in the **Library of Congress's Letters for the Soul**. *1997 – 2001:* Represented **Mitsubishi Estate CA Subsidiary** as a member of the **Los Angeles Downtown Center Business Improvement District (BID)**, which involved the creation of marketing programs, ad placement, website design and an advertising campaign to promote downtown Los Angeles. *1989 – 2001:* While managing commercial high-rise office buildings in Los Angeles wrote building brochures and tenant newsletters, created websites, developed advertisements for publication in **Downtown News**, **Los Angeles Business Journal** and **Los Angeles Times**. *1986:* Performed copywriting / editing for four residential real estate periodicals in Kansas City, Missouri for **Chuck Boyles, Inc.**

### **Film Production**

*2006-Present:* Consultant to commercial office building industry representing clients' properties for location filming in the Studio Zone / Los Angeles, production secured includes **Funny People**, **Die Hard IV**, **Entourage**, **Ugly Betty**, **McDonalds**, **Verizon**, etc. *2003-2005:* *Co-Founder* of **Arquette-Ross Productions** representing properties for location filming outside Los Angeles. *2002 – 2003:* Worked extensively with **Mitsubishi Estate CA Subsidiary** in developing plans to film a documentary in the High Plains. The **Blackfeet Documentary Film Initiative** included research and development, consultation with the film director and line producer, with the final presentation of the initiative to investors. *2001 – 2002:* Worked extensively with **Mitsubishi Estate CA Subsidiary** in developing plans to film a documentary in Chiapas, Mexico. The **Chiapas Documentary Film Initiative** included research and development, consultation with the film director and line producer, and final presentation of the initiative to the Mexican government. *May/June 2001:* **The Black Magic** was an independent film shot in Bangkok, Thailand and Los Angeles, California. Worked as Assistant Line Producer responsible for entire production, including supporting the director's needs, managing day to day operations, overseeing the crew and handles all crew related issues, creating shooting schedule, having a presence on the set, approving Daily Call Sheet, budget reconciliation, location management, extra casting and videotaping. *1994 – 2001:* **Location Filming.** While managing commercial high-rise office buildings in downtown Los Angeles oversaw all film shooting at the projects. Worked directly with location and production managers for major feature films (i.e. **Godzilla**, **Man On The Moon**, **The 13<sup>th</sup> Floor**, **Swordfish**), television feature productions (i.e. **Ally McBeal**), music videos and commercials (i.e. **Gap**).

### **Nonprofit Involvement**

*2009 – Event Producer* for **Walk For Wishes** [www.wishla.org/walk](http://www.wishla.org/walk); *2007-Present:* *Chairman* of **Hope for Firefighters** [www.hopeforfirefighters.org](http://www.hopeforfirefighters.org); *2005-2007:* *Board Member* of the **United Nations Association** [www.unapasadena.org](http://www.unapasadena.org). *2006:* *Producer* of and *Web Developer* for **Celebration of Oneness** [www.celebrationofoneness.com](http://www.celebrationofoneness.com), an event launching the film *The Secret*. *2005:* *Development Director/Co-Founder* of **Walk With Sally**, a foundation that offers mentor support for families afflicted with cancer. *2003-Present:* Raised funds for various non-profit foundations through the **Peace Beads** project. *1994 – 2001:* Worked with various non-profit foundations as beneficiaries for downtown Los Angeles events including the annual Los Angeles Official Holiday Tree Lighting ceremony and other events; member of Building Owners and Managers Association (BOMA) Charities Committee. Raised over \$1,500,000 in total for nonprofit foundations.

## **Commercial Real Estate Management**

### **Cushman & Wakefield of California, Inc. Los Angeles, CA-**

*1997 – 2001: General Manager of 777 Tower, a one million square foot 52-story premier Class “A” high-rise building located in downtown Los Angeles owned by 777 Tower Associates, a subsidiary of **Mitsubishi Estate CA Subsidiary**. Responsible for all aspects of property management overseeing twelve service departments totaling over 150 employees.*

*1994 – 1997: Senior Property Manager of 333 S. Hope Street, a 1.4 million square foot 56-story premier Class “A” high-rise building located in downtown Los Angeles owned by **Metropolitan Life Insurance Company**. Responsible for all aspects of property management overseeing twelve service departments totaling over 120 employees.*

*1989 – 2002: Member of Building Owners and Managers Association (BOMA) and the following BOMA committees: Steering, Charities, Membership and Building of the Year.*

### **Tishman West Companies, Los Angeles, CA –**

*1992 – 1994: Property Manager of 15250 and 15165 Ventura Boulevard, totaling 175,000 square feet of high-rise property located in Sherman Oaks owned by TCW Realty Fund III. Responsible for all aspects of property management.*

### **Shuwa Investments Corporation, Los Angeles, CA –**

*1989-1992: Assistant Property Manager of 1900 and 1901 Avenue of the Stars, totaling one million square feet of Class “A” high-rise property located in Century City owned and managed by Shuwa Investments Corporation. Responsible for daily operations and financial reporting.*

## **Education**

### **The Claremont Colleges, Claremont, CA**

*1984 – 1988: Bachelor’s Degree in political studies with minor concentrations in film and music (principal cellist in the Claremont Chamber Orchestra) from Pitzer College of The Claremont Colleges. Wrote for the weekly college newspaper, performed copywriting for real estate publications during summer breaks.*