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| PRODUCTION ASSISTANT | | |
| ANGIE GUZMAN  **Bilingual (Spanish-English) highly motivated Production Assistant with over 5 years of experience in the entertainment industry. Skilled in coordinating logistics, assisting with talent, and handling on-set tasks with efficiency and attention to detail. Looking to leverage my experience, strong organizational skills, and bilingual communication abilities to contribute to the success of dynamic production teams.** | | |
| Contact  angiexguzman@gmail.com  (702)417-6547  Education Las vegas high schoolClass of 2017 REFERENCES  Kelly Schwarze, Film Director  [office@indiefilmfactory.com](mailto:office@indiefilmfactory.com)  Anissa Christal, Producer  anissa@achristal.com  SKILLS  • Fluent in communicating and writing English and Spanish.  • Excellent Organization and planning abilities. |  | Experience| Las Vegas, Nevada | 2019-Present ♦ Conveyed detailed notes to director and producer while ensuring a smooth workflow.  ♦ Assist in administrative support such as run errands during pre-production and make any necessary purchases needed for set and talent.  ♦ Scout locations and manage extras on set.  ♦ Orchestrated daily communications with crews of over 20 to keep production on schedule.  ♦ Completed wide range of tasks to in diverse filming areas to meet production needs.  • Great understanding of safety regulations in media production  • Experience in printing and distributing scripts. | |