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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.** |
| Contactangiexguzman@gmail.com(702)417-6547EducationLas vegas high school Class of 2017 REFERENCESKelly Schwarze, Film Directoroffice@indiefilmfactory.comAnissa Christal, Produceranissa@achristal.comSKILLS• 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.  |