

Justina Diaz

Production Assistant

*A Filmmaker interested in being a part of a collaborative and creative production team.
A desirous creative who had also passionately coordinated various projects in the
production departments.*



Justinadayproductions.com



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[linkedin.com/in/justina-diaz](https://www.linkedin.com/in/justina-diaz)



Chicago Based



(773) 396-9787

Skills

- Production Management
- Communication
- Leadership
- Organization
- Special Effects Makeup
- Photography
- Videography

Technical Skills

- Final Cut Pro
- Premiere Pro
- Google Docs
- Excel
- Movie Magic Budgeting
- Movie Magic Scheduling
- Pro Tools

References

Tracy Ip - Executive Producer

Tracy.ip@creatorup.com

(949) 701-8863

Joselito Seldera - Producer and Director

Joselitoseldera@gmail.com

(323) 719-0773

Education

Columbia College Hollywood

Tarzana, CA

Bachelor's of Fine Arts in Cinema - Cinema/

Television - Class of 2021

Magna Cum Laude

Film Experience

Riot Fest | Sept 2022

Production Crew | Chicago, IL

- Happily and efficiently accommodated all crew requests no matter how big or small.
- Successfully executed stage build-ups and breakdowns. Assisted Team Leads and Artists, Prep materials for performances.

Hmnty Cntrd | July 2022

Production Assistant | Chicago, IL

- Happily and efficiently accommodated all crew requests no matter how big or small.
- Undertook reliability to bring Actors to and from set, as well as created a safe work space during COVID-19.

CreatorUp | June 2022

CITI GCP

Wardrobe | Production Assistant | Burbank, CA

- Efficiently made quick decisions and use creativity pertaining to last-minute wardrobe changes.
- Maintained cleanliness and quality rules, responsible for the coordination and instruction of cleaning, care, and maintenance between prop house, set, and actors.

SheTV | April 2022

McGraw Production

Production Assistant | Los Angeles, CA

- Successfully provided morning sets up and breakdowns to make sure production would run smoothly.
- Worked closely with the Executive Producer and created hot-sheet deliverables and script preparations. As well as maintained needs for daily operations for a crew of thirty plus.