

# Kayla Bergstrom

## Film

### WORK EXPERIENCE

#### Personal Assistant

01/2024-06/2024

- Co-CEOs Shelton Bischoff & Nathan Brinkerhoff

#### Set Production Assistant

8/2020-Present

- Stranger in My Home (Paramount)
- The Chosen (Lionsgate)
- Creatably Commercials
- High School Musical: The Musical, The Series (Disney)
- Amber Brown (Apple TV)
- Ascent by Vital Smarts Training Videos
- IFIT Live Studio Workout Videos
- American Murderer (Indie Feature)
- Mira Mira by Crypt TV (Facebook Watch)
- Purple Mattress Holiday Commercial
- Avocado Toast (Amazon)

#### Art Assistant

02/2021-Present

- Horizon: An American Saga 2 (Warner Brothers, Dir. Kevin Costner)
- Ascent by Vital Smarts Training Videos

#### Set Decoration Assistant

10/2022-Present

- Joker: Folie A Deux (Warner Brothers)

#### Co-Producer

01/2021-Present

- Scratchy, Cage, and Tumbleweed (Indie Feature)

#### 2nd Assistant Director

12/2017-Present

- Forget the Rest (Indie Feature)

#### Travel Coordinator

09/2021-12/2021

- Falling for Christmas (Netflix)

#### Production Coordinator

01/2021

- "Love You" (Spec Commercial)

#### Assistant Production Coordinator

12/2021

- Christmas with the Campbells (AMC+)

#### Props Assistant

03/2021

- Ascent by Vital Smarts Training Videos

#### Covid Department

06/2021-06/2022

- Love in the Limelight (Hallmark)
- Best. Christmas. Ever! (Netflix)
- Sweet Pecan Summer (Hallmark)
- Real Housewives of the North Pole (Paramount)
- Summering (Indie Feature)

#### Office Production Assistant

03/2021-07/2021

- Sweet Pecan Summer (Hallmark)
- Sister Swap: A Hometown Holiday (Hallmark)
- Sister Swap: Christmas in the City (Hallmark)

### Contact

kayla.s.bergstrom@gmail.com

Phone: (801) 500-0477

Los Angeles, CA

Salt Lake City, UT

### Skills

#### Technical Skills:

- Personal Assistance
- Travel Itinerary
- Film Production
- Scheduling
- Organization
- Attention to Detail
- Screenwriting/Note-Taking
- Assistant Directing
- Customer Service/Liason
- Proactive
- Communication
- Attentive & Observant
- Creative Problem Solver
- Theater Design

#### Tools & Software:

- Microsoft Programs
- Apple Products
- Dropbox
- Caset
- Adobe Photoshop
- MovieMagic
- Zoom
- Canva
- FinalDraft
- Epson Plotter Scans and Prints
- Xerox/HP Printers

#### Languages:

- English (Native)
- French (Conversational)
- Spanish (Basic)
- ASL (Basic)

### Education

#### Utah Valley University

Bachelor's Degree in Theater

Performance and Film

Production

\* Summa Cum Laude

### Other

- Nanny/Child-Care
- Horseback Riding Experience
- US Driver's License
- US Passport