

Alba Ortiz Reyes

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Objective Entry to mid-level office management position within the film/tv industry.

Education Full Sail University, Winter Park FL
 MFA, Film Production (*Magna cum Laude*), August 2016
 MA, Entertainment Business (*Salutatorian*), August 2016

Relevant Experience

Jr. Production Manager – Big Table Media *Fall 2024*
Rock The Block S.6 (*Grantsville, UT*)

- Credit Card reconciliations
- Management of PA's
- Office back up for PM's and LP
- Managing and updating Google Drive for all pertinent production documents

Jr. Production Manager – Two Professors & This Way-Out Media *Fall 2022*
College Hill: Celebrity Edition S.2 (*Montgomery, AL*)

- Worked with accounting and budget reconciliations for petty cash, credit cards, and other production related expenses.
- Created and distributed call sheets and shooting schedules for on-site and remote crews.
- Established relationships with vendors to accommodate production needs.
- Took charge of hiring production assistants and temporary workers.

SR Production Coordinator – Critical Shows & Quidnet Media *Summer 2022*
Survive the Raft S.1 (*Pearl Islands, Panama*)

- Established production office/HQ on-site
- Reconciled budgets and expense accounts, including international transfers.
- Established relationships with vendors to fulfill production needs at an international level.
- Acted as main liaison and translator for all immigration and work permit issues between American crew and the Panama Department of Labor.

Field Supervisor / Logistics Coordinator – Renegade 83 *Fall 2021*
Naked and Afraid XL S.8 (*Amazon Rainforest, Peru*)

- Created daily transportation schedules for boat movements and crew dispatching.
- Managed assignments for all local crews to enforce safe shift rotation schedules.
- Served as sole translator between American crew and all local hires/services.

Production Coordinator – ICON Health and Fitness *2020 – 2021*
iFIT (*Logan, UT*)

- Directed coordination efforts for all iFIT POV and iFIT Live productions.
- Reconciled budgets, invoices, and expenses for trainers and vendors.
- Managed communication with vendors, freelancers, and other personnel regarding contract completion and timely invoicing for services.
- Ensured workflow updates on all relevant work suites.

Production Coordinator – Ripplebox LLC *Winter 2019/2020*
Rob Schneider's Comedy Special (*Salt Lake City, UT*)

- Established contacts with local vendors.
- Managed show logistics (catering, offices, and location set up).

Additional Experience

Production Assistant	<u>Forbidden Love</u> – Sharp Entertainment	<i>February 2023</i>
Production Assistant	<u>NBA All Star Weekend</u> – NBA	<i>February 2023</i>
Production Assistant	<u>Throupled</u> – York and Wilder	<i>May 2022</i>
Production Assistant	<u>Who Takes the Cake</u> – Left Right TV	<i>Fall 2021</i>
Production Assistant	<u>Community Films</u> – Sundance Film Festival	<i>January 2020</i>

Relevant Skills

- Hi-tempo show-running and coordination.
- Extensive experience of production organization and documentation
- Proficient in Cashet and QuickBooks
- Proficient in *Microsoft Office* and *Google Suites*
- Management of large crews (> 200 people)
- Extensive understanding of on set protocols
- Intermediate proficiency in *Final Cut* and *Adobe Premiere* video editing software
- Fluent in English, Spanish, Korean, and Japanese (basic)