

Hello

I'm Angelica Cruz-Colon

(910) 551-6361
angelicaaccruzz@gmail.com

Skills

Expertise using *Adobe Creative Cloud, Microsoft Office, and Google Workspace, Canvas, and Podio*. Professional experience using the *Panasonic HPX250 Camcorder* and the *FujiFilm X-T Mirrorless Camera*. Confident, Diligent, and Empathetic.

Experience

May 2025-Current

Sky Elements Drones- *Production Assistant*

- Unloading and loading heavy materials.
- Assembling drones and positioning drones in set design.
- Ensuring safety and compliance, preventing unauthorized access to the set, and ensuring all regulations are followed.

May 2025-May 2025

Waterloo Productions, Park City, UT- *Production Assistant*

- Managed paperwork and communication, handled tasks like printing and distributing scripts, call sheets, and other documents. Relayed messages between crew members and assisted with administrative tasks.
- Supported cast and crew, by running errands, arranging for transportation, and managing production expenses.
- Managed production records, by maintaining documentation, ensuring proper licensing, and handling paperwork related to production.

March 2025-April 2025

Hallmark, Multiple Locations, UT- *Background Actor*

- Made scenes realistic, helped create the illusion of a bustling crowd or a natural environment.
- Followed blocking, moving, or standing in specific spots as directed by the director to ensure a smooth flow of the scene.
- Followed directions from the director and other crew members.

January 2017- December 2024

Juliangel Corporation, Fayetteville, NC- *Manager*

- Assisted supervisor in developing a nonprofit clothing business and a for-profit cleaning business.
- Created websites, set up analytics, email accounts, and payment methods for storefronts.
- Communicated with IHOP corporate concerning financial settlements, CoVid-19 destitution, customer affairs, and advocated with the corporate office regarding any other franchise concerns. Aided in fostering positive relations between the franchise owner and the corporate office.

September 2023-June 2024

John Griffin Middle School- *Eighth Grade English Language Arts Teacher*

- Analyzed formal and informal data with colleagues to make decisions about student needs and instructional planning weekly
- Created activities/lessons that provide students with choices about how to express their learning

- Created a learning environment where students create working teams and assign themselves roles and responsibilities.
- Teaches students to analyze assessments/tests in order to take responsibility for their own performance and set personal improvement goals

August 2022-December 2022

Run on History, Remote – *Video Editor and Content Writer Intern*

- Created promotional and educational videos. Uploaded and managed the company's *Youtube* page.
- Completed all aspects of post production, including sound design, sequence, and selection.
- Wrote polished articles about world history and pop-culture for publication on the company's website.

January 2019-May 2022

NC State University Department of Veteran Affairs, Raleigh, NC – *Office Assistant*

- Assisted administration by managing incoming calls, greeting guests, coordinating files, responding to emails, and sorting mail.
- Collaborated with other employees to organize 5 different veteran appreciation events, with over 100 veteran and dependent students in attendance.

Education

January 2019 - May 2023

North Carolina State University, Raleigh, NC– *Major: Art Studies–Film Concentration; Minor: Psychology*

- Professional development completed in: *Introduction to Film, Introduction to Video Production, Introduction to Screenwriting, African American Cinema, Writing about Film, Women and Film, and Sound and Silence: Sonic Film.*
- Member of *Cru Christian Organization.*
- Member of *Pack Abroad Ambassadors.*
- Member of *Avent Ferry Complex Community Council.*

June 2021 - August 2021

Hanyang University, Seoul, Korea –*Major: Filmmaking*

- Professional development completed in: *Cross-Cultural Documentary Research and Production in Korea, Seminar-Media Industry in Korea.* Awards
- Recipient of *North Carolina Scholarship for Children of Wartime Veterans.*
- Recipient of *Freedom Alliance Scholarship Fund.*
- Recipient of *Africana Studies Study Abroad Scholarship.*