

KRYSTAL L. ALVAREZ

Burbank, CA 91505

KA.Production2@gmail.com

PROFESSIONAL EXPERIENCE

July 2011 – Present

Social Media Coordinator (Facebook/Twitter/Youtube/Website) – Shawn Campbell's Clients

August 2011

Production Assistant – “Kevin Hart Hosted Evening” – Comedy Central; I was time keeper to make sure the 15 seconds spot didn't exceed 15 seconds. I posted signs to make talent and crew knew where to go from street to parking to soundstage. I also helped with crafts services.

July 2011

2nd Assistant Director – “Billie Speare” – SAG Short Film; I was in charge of talent (about 20 kids) making sure they signed-in, were in make up and wardrobe, and on set according to schedule so we wouldn't run behind. And if there were breaks I had to keep track so I knew where they were at all times.

July 2011

Production Assistant – “Croquebouché” – American Film Institute; I helped set up crafts services, stop pedestrians and cars from crossing during shooting, and carry equipment off the truck on to set and back.

January 2011 – May 2011

Post-Production Intern – M3 Creative; Responsibilities included: Logging Footage of various Disney Spots, Disney 365, Featurettes & EPKs, and Behind the Scenes of major motion pictures.

March 2011

Production Assistant – “Hitting on Destiny” – SAG Short Film; I shot behind-the-scenes footage with a flip cam.

March 2011

Assistant Director/Script Supervisor – “Reunion X” – SAG Short Film; Created the call sheets, made sure we were shooting on schedule, and keep track of talent.

March 2011

VIP Celebrity Hostess – Los Angeles Fashion Week – Kami Shade Spring 2011 Designer Collection

March 2011

Production Assistant – “The Heart Knocker” – SAG Short Film

March 2011

Assistant Director – ACM Productions – Music Video for Sinful (EL Pecador)

March 2011

Production Assistant – Live Burlesque Show, Behind the Scenes Shoot for DVD – Warner Grand Theater

February 2011 – March 2011 (2 episodes)

Production Assistant – “The John Kerwin Show” – Cable Late Night Talk Show

December 2009 – December 2010

Vice President – Phi Sigma Sigma, Zeta Alpha Chapter; Duties: Organize and Execute Activities of the Sorority. Manage the Sorority’s Committees.

March 2010 – May 2010

Development Intern – Jennifer Lopez Enterprises/Nuyorican Productions; Responsibilities included: Script Coverage, Pitching Scripts to Producer Simon Fields, Use of Microsoft Word, and Basic Administrative Tasks.

February 2009 – May 2009

Development Intern – Dolphin Entertainment; Responsibilities included: Script Coverage, Use of Microsoft Word & Excel, Research of College/University Theater Programs, and Phone Coverage.

EDUCATION

September, 2009 - Present

Woodbury University, Burbank, CA – Communications Major (Focus on Film/TV)

GPA: 3.3, Expected Graduation: May, 2013

Gates Millennium Scholar – Bill and Melinda Gates Foundation

Involved in the sorority Phi Sigma Sigma

ADDITIONAL SKILLS

- Proficient in Windows and Mac OS, Microsoft Word, Excel, Internet Explorer, Safari, and Mozilla Firefox
- Able to get along with everyone, including customers and co-workers
- Strong problem solving, written/verbal communication and accurate typing skills
- Good math skills, task-oriented and superb organizational skills
- Knowledge of Film/TV Production
- Fluent in Spanish

MEMBERSHIPS

Phi Sigma Sigma Sorority, Screen Actors Guild

VOLUNTEER EXPERIENCE

Children's Hospital – Walk for Kids – 2011

Hirshberg Foundation for Pancreatic Cancer Research – 2011

Burbank Aid Center – 2010

MS Walk – For Multiple Sclerosis – 2010

Air Walk – For Lung Cancer – 2009

REFERENCES

Furnished upon request