

Jaydine A. Valencia

527 S Kingsley Dr., Apt 109, Los Angeles, CA 90020

Qualifications

- Highly motivated and with a positive attitude towards work,
- Has the flexibility to adapt and adjust to any working condition.
- Excellent interpersonal skills
- Excellent organizational and/or management ability.
- Proficient in Microsoft Applications such as Word, Excel and PowerPoint.

Experience

Production Manager, Pathfinder Film Group

- Oversees production as a whole.

Production Coordinator, VFX Technologies

- Secures production requirements,
- Coordinates meetings,
- Does logistics of the shoot.

Assistant Production Coordinator, Pathfinder Film Group

- Does payroll for crew and actors,
- Confirms locations,
- Facilitates casting sessions and cast read throughs,
- Coordinates meetings,
- Secures production requirements.

Camera PA, No Brainer Film LLC

- Does scene slating,
- Takes charge of the lens and filters needed for the scene,
- Does 2nd AC responsibilities for B Camera.

Office Production Assistant, Pathfinder Academy, Inc.

- Familiar with ALL production paperwork,
- Phone Skills,
- Photocopying/sides,
- Maintaining cleanliness of the workplace,
- Monitoring office supplies,
- Research experience: prices, places of rentals and companies for product placements.

Education

University of the Philippines, Bachelor of Arts - Major in Film and Audio-Visual Communication

P.A. Bootcamp Training