

Arielle dela Calzada | *Production Assistant*

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Over the past year as I transition into the film and TV industry, I have worked as general set PA and art department PA. I'm pretty adaptable to any task I've taken because I'm organized, observant, a quick-learner, and a hard worker but I also just have a deep love for film, TV, music, and comic books. I believe the combination of my analytical side and my passionate side, along with my willingness to learn makes me a great asset on any team whether on set or in the office.

YELLOWJACKETS | Set PA (day-player) | Dec 2019 | Showtime (pilot)

- Jumped on any tasks needed e.g. lock up, food orders, escort BG actors, load vans for shuttle

SPIN | Art Dept. PA | Oct 2019 | AFI (short)

- Assisted department in re-dressing laundromat shooting location with wallpaper

HAPPYNESS | Production Design PA/Set PA | Aug 2019 | web series (pilot)

- Assisted prod. designer with props, wardrobe, set decorating, creating 'blood' prop mixture
- Stand-by assistance for camera dept.; Lock up; Set-up and break-down

LOSE-LOSE | Set PA | Jul 2019 | UCLA MFA (thesis short)

- Lock up at public recreational park and apartment complex; liaison for actors
- Assisted full set-up and breakdown for crafty and catering
- Equipment truck and vans: firewatch; load/unload; assisted in truck inventory

HOLLYWOOD CASTING & FILM | Intern | Feb – Jun 2019 | casting studio space

- Assisted filmmakers with equipment & tech set-up/troubleshoot throughout casting session
- Ran camera and read lines with actors during self-tape sessions
- General office duties including video files management, printer, calendar, open/close studio

BROTHERS IN ARMS | Office/Set PA | Mar – May 2019 | short featurette

DaCha Film Company; Annabill Artist Productions

- Interim set 2nd AD: Handled cast/crew deal memos paperwork distribution, put cast through HMU & wardrobe, escort and assist actors
- Crafty/catering assist; echoing, location clean-up, light grip work
- Researched & assisted in acquiring 3 days-worth of production catering at a low budget
- Led schedule process of actors via Backstage & BreakdownExpress for last round of casting

THE CONFECTION CO-OP | Manager/Counter Service, Cashier | Mar 2016 – Dec 2018 | bakery

- Scheduled shifts, regular open/close store duties, balanced cash register, prepared and set up food production for next day
 - Successfully fulfilled in-person/phone cupcake orders and requests
 - Contributed creative ideas for bakery products and for increased work efficiency
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SKILLS/MISC.

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| ▪ Responsible driver/clean record | ▪ Social media (Facebook, Twitter, Instagram, etc) |
| ▪ Standard office duties | ▪ Unsupervised and team work ready |
| ▪ Tech savvy: Mac, Windows/Android, GoogleSuite (Drive, Sheets, Docs), filesharing, troubleshoot | ▪ No problem standing/running errands for long periods |