

# Arielle dela Calzada | *Production Assistant*

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## **WORK**

**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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**EDUCATION:** California State University, East Bay | Business

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## **SKILLS/MISC.**

- Responsible driver/clean record
- Standard office duties
- Tech savvy: Mac, Windows/Android, GoogleSuite (Drive, Sheets, Docs), filesharing, troubleshoot
- Social media (Facebook, Twitter, Instagram, etc)
- Unsupervised and team work ready
- Comfortable running errands