

WENDY ZAMORA

Newark, New Jersey • 732-877-7091 • wendy.zmora@gmail.com •
linkedin.com/in/linkedin.com/wendy-zamora • whendyzamora.com

Production Assistant

WORK EXPERIENCE

PABOOTCAMP.COM • 04/2025 - 04/2025

Production Assistant

- Set Etiquette.
- Radio Etiquette.
- Familiar with production paperwork.
- Lock ups.
- Sense of urgency.

Spector Foerst & Associates • 09/2024 - Present

Client Care Coordinator

- Helped manage schedules and deadlines, similar to working with call sheets and production logistics.
- Talked to clients and team members every day, building strong communication skills for set work.
- Solved problems quickly when plans changed.

St. Peter's Morristown • 08/2021 - 10/2023

Communications Manager

- Planned out timelines and daily tasks, like working with shooting schedules.
- Kept track of details for different projects, similar to handling props or managing set materials.
- Worked with different teams and shared updates clearly.

The Language Group • 07/2019 - 03/2020

Interpreter Services Coordinator

(COVID-19)

- Worked closely with teams.
- Paid close attention to details and kept everything organized.
- Took lead on small projects and helped fix problems when they came up.