

[RESUME]

PRODUCTION
ASSISTANT/COORDINATOR

MELL COMEZ



EMAIL

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PORTAFOLIO

- AVAILABLE UPON
REQUEST

PROFILE SUMMARY

PRODUCTION DESIGNER & ART DIRECTOR WITH OVER 7 YEARS OF EXPERIENCE ACROSS FILM, TELEVISION, STREAMING, AND COMMERCIAL PRODUCTIONS IN ART DEPARTMENTS. EXPERT IN CREATING IMMERSIVE VISUAL WORLDS FOR CINEMA, SERIES, AND COMMERCIALS WITH A STRONG BACKGROUND IN BOTH STUDIO AND ON-LOCATION SHOTS. PROVEN ABILITY TO COLLABORATE WITH PRODUCTION DESIGNERS, MANAGE LOGISTICS, AND DELIVER VISUALLY COMPELLING FROM CONCEPT DESIGN TO SET CONSTRUCTION. ENVIRONMENTS UNDER TIGHT DEADLINES. SEEKING TO CONTRIBUTE CREATIVE AND TECHNICAL EXPERTISE TO HIGH-LEVEL PRODUCTIONS IN PRODUCTION DESIGN AND SET DESIGN.

SKILLS

- SET DECORATION & DRESSING
- PRODUCTION DESIGN SUPPORT
- PROPS MANAGEMENT (PROPS MASTER / ASSISTANT)
- ART DEPARTMENT COORDINATION
- SCENIC RESEARCH & SOURCING (BUYER)
- BUDGET AWARENESS & VENDOR COORDINATION
- CONTINUITY & VISUAL CONSISTENCY
- ON-SET PROBLEM SOLVING
- TEAM COLLABORATION (DIRECTORS, ADS, DESIGNERS)
- TRAVEL & LOGISTICS COORDINATION
- FAST-PACED PRODUCTION ENVIRONMENTS

EDUCATION

UASD

UNIVERSITY DOM.REP [2014 - 2018]

ADDITIONAL INFORMATION

- LANGUAGES: [E.G., ENGLISH, SPANISH]
- AVAILABILITY: OPEN TO TRAVEL AND INTERNATIONAL PRODUCTIONS
- WORKED ON INTERNATIONAL PRODUCTIONS INCLUDING NETFLIX, HBO, AND DISNEY PROJECTS.
- EXPERIENCE ACROSS FEATURE FILMS, SERIES, REALITY TV, AND FASHION PRODUCTIONS.
- DEMONSTRATED ABILITY TO ADAPT ACROSS MULTIPLE ART DEPARTMENT ROLES DEPENDING ON PRODUCTION NEEDS.

WORK EXPERIENCE PRODUCTION EXPERIENCE (SUPPORTING ROLES)

PRODUCTION ASSISTANT / COORDINATOR ROLES

- VARIOUS PRODUCTIONS | 2017 – 2021
- SUPPORTED PRODUCTION TEAMS WITH LOGISTICS, SCHEDULING, AND ON-SET COORDINATION.
- ASSISTED IN MANAGING CAST/CREW MOVEMENTS AND TRAVEL ARRANGEMENTS.
- ACTED AS LIAISON BETWEEN DEPARTMENTS TO ENSURE SMOOTH PRODUCTION FLOW.

SELECTED CREDITS:

- ASSISTANT PRODUCTION — DOCUMENTARY “ADOPCIONES” (2017)
- PRODUCTION ASSISTANT — FEATURE FILM “KILLING SARAI” (2018)
- TRAVEL COORDINATOR — VIDEO GAME PRODUCTION “EDGE” (2020)
- TRAVEL ASSISTANT — SPANISH SERIES (2021)
- ASSISTANT COORDINATOR — REALITY TV “EX ON THE BEACH” (2021)
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