

# ANA LISA TAPIA

<https://analysatapia.wixsite.com/portfolio>

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## PROFILE

Achiever/Entrepreneur	Collaborative	Compassionate	Creative
Dedicated	Dependable	Detail-Oriented	Event Planner
Fast Learner	Great Multitasker	Great Under Pressure	Great Under Strict Deadlines
Highly Motivated	Organized	Positive	Skilled Writer & Communicator

## QUALIFICATIONS

- Proficient with Microsoft Outlook, Excel, Word, PowerPoint, and Google programs
- Proficient with Adobe Photoshop, Adobe Premiere Pro, and familiar with other Adobe programs
- Proficient with PC and Mac products
- Excellent organizational, time management, and communication skills
- Ability to multitask and work effectively under changing priorities, heavy deadlines, and daily time constraints
- Flexible work schedule including days, nights, and holidays

## EDUCATION/CREDENTIALS

**BIOLA University**, La Mirada (2016 - 2018)

- GPA: 3.64 (Major GPA: 3.86)
- Graduated Fall 2018 with a Bachelor of Arts Degree in Cinema & Media Arts with an emphasis in Production, and a minor in Biblical Studies
- Graduated Cum Laude and on the Dean's List

## RELATED WORK EXPERIENCES

### **NFL Network Graphics**

*Graphics Production Assistant* (Oct. 21, 2019 – May 8, 2020)

- Prepared and delivered graphics to various departments and outside vendors
- Generated headshots, action shot cut-outs, edited motion and still graphics for shows, checking all elements of graphics before releasing for final delivery
- Established a working relationship with the Production Managers, Producers, Supervisors, and all other coworkers

### **Coca Cola Refreshing Films**

*1<sup>st</sup> Assistant Director on the production of "Neon Jungle"* (Jan. 14, 2020 – Jan. 28, 2020)

- Worked closely with Coca Cola Refreshing Films professionals, the Director, Producer, and Cinematographer
- Responsible for facilitating a smooth workflow on set and serving the needs of any position, but most importantly the needs of the director
- Created the schedule breakdown, call sheets, coded scripts, assisted the Cinematographer with the shot list and shooting order, and led all safety meetings

### **CMS Productions Inc.**

*Production Assistant Intern on the production of "The Descendant"* (May 7, 2018 – June 25, 2018)

- Provided administrative work in the production office and on set
- Provided travel assistance, ran errands, picked up equipment, made copies of the script, and assisted crew and cast as needed
- Established a working relationship with the Producer, Line Producer, Associate Producer, Production Coordinator, and the rest of the crew
- Filled in and hired as a temporary Crafty Production Assistant when needed

## **BIOLA University**

### *Unit Production Manager on the production of “Mallory, Los Angeles”*

(April 24, 2018 – Dec. 20, 2018)

- Responsible for the film’s budget of \$6,500, schedule of the overall production, breakdown and coding the script, and delegating roles to the other crew members
- Worked closely with the Executive Producer, Producer, Director, and Director of Photography
- Responsible for the managing a controlled and organized environment all throughout production

### *Employed by Residence Life as a Resident Advisor*

(March 1, 2017 – May 6, 2018)

- Developed relationships, created a comfortable and inclusive environment, and planned educational and impactful programs for residents/students under my supervision
- Sharpened my leadership skills as I led a floor of 40 girls, and oversaw a community of 240 students
- Continued to learn to work well in a small and close team environment
- Pursued personal growth, completed administrative tasks for my campus community, and learned how to respond and resolve issues on campus
- Designed posters and advertisements for events

### *Volunteered as a Teacher’s Assistant for Production Management courses*

(Jan. 2, 2018 – May 4, 2018)

- Assisted the Production Management professor in grading coded scripts, production schedules, and budgets
- Helped students with questions regarding script breakdown, budgets, schedules, and all aspects of production management
- Worked alongside and learned from my professor who has had many years of production work experience in the film industry

## **Disneyland Parks & Resorts**

### *Employed in Entertainment – Photopass Photography*

(Nov. 1, 2015 - Dec. 16, 2016)

- Created “Disney Magic” by capturing memories of thousands of guests
- Worked with the entertainment cast members and characters
- Gained additional photography experience and learned how to use different technology and equipment
- Learned to be a self-starter while working independently and as a team member

### *Employed in Food and Beverage – Outdoor Vending*

(Aug. 23, 2014 - Oct. 31, 2015)

- Helped spread “Disney Cheer” while selling food, beverage, and toys to guests
- Gained customer service experience through interaction with families, adults, teenagers, and children
- Experience in handling cash transactions
- Worked alone with minimal supervision and participated well in a team setting

## **Los Angeles County Sheriff’s Department**

### *Volunteer for the Emergency Operations Bureau – Volunteer Services Unit*

(2009 - Present)

- Data entry of confidential records utilizing programs such as Excel, Access, Outlook, and other Microsoft programs
- Lead Photographer for various community events
- Designed poster boards and advertisements for events
- Provided administrative assistance

## **OTHER FILM EXPERIENCES**

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- Producer and 1<sup>st</sup> Assistant Director for “Lights,” a music video for Drew Alec
- Producer and Unit Production Manager for “The First Dance,” a short film
- Unit Production Manager, Producer, and 1<sup>st</sup> and 2<sup>nd</sup> Assistant Director for several student films during my time at BIOLA University
- Executive Producer for two live television productions, Floor Director for other live television productions, and worked in the control room for many live television productions at Orange Coast College
- Freelance photographer for Senior photos, graduations, weddings, and special events