

ERIKA FLORES

MUSIC | FILM | TELEVISION

EXPERIENCE

ASSISTANT HEALTH & SAFETY MANAGER

[The Rookie FEDS](#) (Season 1) || Hulu || Nov 2022 - March 2023
[The Rookie](#) (Season 5 - COVID ASST) || Hulu || Aug 2022 - Nov 2022

2022 - Present

- Supervises Health & Safety office and manages cast/crew testing plans.
- Tracks covid tests and updates spreadsheets across all platforms.
- Initiates and maintains communication to ensure covid-free start dates.
- Verifies and approves billing and invoices.
- Restocks PPE and performs safety procedures.

OFFICE P.A.

[The Muppet's Mayhem](#) || Disney+ || April 2022 - July 2022
[The Rookie](#) (Season 4) || Hulu || Jan 2022 - April 2022
[Disney Holiday Magic Quest](#) || Disney+ || Sept 2021 - Dec 2021
[Reboot](#) (Pilot) || Hulu || Aug 2021 - Sept 2021
[This Fool](#) (Pilot) || Hulu || March 2021 - April 2021
[American Housewife](#) (Season 5) || Hulu || Sept 2020 - June 2021

2019 - 2022

- Proactively supports a fast-paced office
- Fields high volumes of tasks: drive-ons, lunch orders, phone calls, runs.
- Distributes call sheets, sides, scripts via Scenechronize.
- Generates lunch/wrap reports, purchase orders, and Caset envelopes.
- Performs tech support and troubleshooting (wifi, printer, software).
- Manages office and kitchen supply orders, restocking frequently.
- Designs logos and signage for office, food trucks, parking lots, etc.


SET P.A.

[Unscripted RDBLA Sizzle Reel](#) || June 2021 - June 2021
[Mysteries Decoded](#) || Jan 2019 - June 2019

2019 - 2020

- Assisted with equipment handling, runs, and story development ideas.
- Prepped/strike sets.
- Performed pick ups and drop offs.
- Managed craft services area and lunch coordination.

 949-374-9826

 erikafloresmusic@gmail.com
productionthisiserika@gmail.com

 Los Angeles

 [My website](#)

EDUCATION

CSU FULLERTON

B.A. - Communications

2017 - 2019

SADDLEBACK COLLEGE

A.A. - Music & Communications

2013 - 2017

SKILLS

- Scenechronize
- Gmail Suite
- Microsoft Office
- Canva
- Caset
- Digital Purchase Order
- Logic Pro
- DTreasure

EXPERIENCE (CONT.)

MUSIC LICENSING ASSISTANT

The Walt Disney Studios

October 2019 - March 2020

- Assisted the Music Clearance Specialist with paperwork and organization.
- Fielded high volumes of licensing requests in a timely manner.
- Input data into Music Session Management.
- Conduct research for licensing information, utilizing sources like Music Library Databases.
- Interfaced with teams of all levels and provided additional support.

MUSIC INTERN

The Walt Disney Studios

June 2019 - August 2019

- Assisted the Music Coordinator and the President of the music dept.
- Involved in all aspects of music, creative, and production in the Live-Action film division, from script development thru soundtrack release.
- Attended scoring/recording sessions for upcoming films.
- Performed music spotting tasks and attended all meetings.

ACADEMY GOLD RISING INTERN (CLASS OF 2019)

The Academy of Motion Picture Arts & Sciences

June 2019 - August 2019

- 8-week summer experiential and educational program offering panels, interactive workshops, hands-on technical production workshops, access to member screenings and networking opportunities with Academy members.
- Obtained firsthand knowledge about above- and below-the-line entertainment industry careers, including directing, producing, cinematography, production design, post-production, film editing, film financing and distribution.
- Graduated to participate in an Academy Mentor program following the internship experience.

FAVORITE TV SHOWS

- Avatar: The Last Airbender
- Seinfeld
- Wednesday
- Harley Quinn
- Game of Thrones
- The Good Place
- Naruto: Shippuden