

YOLIANNY RIVERA

PRODUCTION ASSISTANT

CONTACT

- +1(787)460-9361
- yoliannyrivera@gmail.com
- Georgia
- Portfolio

PROFILE

Four years of production office experience as a detail-oriented Production Assistant. Ability to plan ahead, multitask, and organize in a hectic atmosphere. Eager to assist top entertainment firms in creating and growing premium film content.

EDUCATION

Sagrado Corazon University
2015 - 2019 | San Juan, PR

Magna Cum Laude, GPA: 3.84

Bachelor of Arts: Digital Cinema
Production

Minor: Production and Event Marketing

SKILLS

TECHNICAL

- Microsoft Office Suite
- Adobe Acrobat Pro
- Scenechronize
- Google Suite
- PC and Mac
- Slack
- Celtx
- Rabs

PROFESSIONAL

- Executive Support
- Time management
- Problem solving
- Communication
- Team-player
- Organization

EXPERIENCE

EXTRAS CASTING SET PA, DAILY PLAYER

The Big Door Prize S2 | Atlanta, GA | March 2023 - April 2023

- Managed 407 background actors by keeping them satisfied and calm.
- Led the sign-in and wrap process of the extras using the digital extras app RABS.

Key Achievement:

Directed the welcoming, reviewed documentation, and indicated the assigned area to more than 250 people per day.

PRODUCTION CONSULTANT

Genius Round 2 - TXL Films | San Juan, PR | March 2023 - April 2023

- Oversee pre-production planning, including working in travel arrangements, hiring crew, and obtaining any necessary permits to shoot.
- Guided producers in best story development.

Key Achievement:

Created and maintained production schedules to optimize workflows by 90%.

PRODUCTION SECRETARY

Year 2 Production PR, LLC. | San Juan, PR | June 2022 - July 2022

- Tracked expenses and processed invoices.
- Assisted in the development and implementation of production plans.

Key Achievement:

Created and managed six lodgings sheets increasing communication and efficiency in payments.

CERTIFICATIONS

COVID Compliance Officer

Health Education Services
October 2020

Microsoft Office Specialist

Excel Program - Kinesis IT Academy
November 2019

LANGUAGES

ENGLISH

- Fluent

SPANISH

- Native
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REFERENCES

Alexandra Cruz-Montalvo

Production Accountant, Pimienta CORP.
alexandracruzmontalvo@gmail.com
+1 (787) 934-8765

Israel Andino-Rivera

Coordinator & APOC, Film Industry in PR
israelandino2@gmail.com
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LINE PRODUCER ASSISTANT

The Resort - Peacock | Cataño, PR | November 2021 - June 2022

- Aided the line producer in masterminding the production schedule.
- Made personal expense reports and dealt with sensitive and confidential documentation with discretion.

Key Achievement:

Supported in the travel arrangements and accommodations for two travel plans simultaneously.

ACCOUNTING CLERK

Plane - Lionsgate | San Juan, PR | June 2021 - November 2021

- In charge of the Digital Purchase Order platform.
- Answered phones and routed calls to appropriate personnel.

Key Achievement:

Originated an efficacy weekly monitoring follow-up communication for producers to approve the POs in the system.

PRODUCTION SECRETARY

Fortress: Sniper's Eye | San Juan, PR | May 2021 - June 2021

- Responsible for the reception area, scanning, and distributing documents received in the office.
- Arranged, edited, and issued communications, correspondence, invoices, and presentations.

Key Achievement:

Swelled the entry of digital documents to Dropbox without delay days: memos, l&d's, exhibit g, reports, sides, and production reports, among other files classified by date and type.