

Maria Astorga

Production Coordinator | Assistant Director

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Professional Summary

Production Coordinator and Assistant Director with over 7 years in film production and art installations, specializing in strategic project management and cultural advocacy. Highly skilled in time management, event execution, enhancing team collaboration, and achieving significant workflow efficiencies. Dedicated to fostering creative production outcomes through innovative coordination and problem-solving.

Experience

Production Coordinator, Aug 2022 - Present

Freelance

- Oversee strategic planning and execution of film productions and art installations, ensuring timely delivery.
- Optimize daily operations by focusing on efficient production processes and meticulous planning.
- Develop detailed call sheets and project schedules, tailored to specific project needs.
- Monitor budgets and expenditures, ensuring projects are completed within financial margins.
- Build and maintain strong client relationships, enhancing project appeal and diversity.
- Streamline production workflows, increasing efficiency.

Assistant Director Trainee, Mar 2017 - Present

Freelance

- Manage pre-production for high-profile projects by ensuring timely and efficient execution.
- Implement digital systems for seamless project tracking, enhancing workflow efficiency.
- Boost team collaboration by fostering a more cohesive and productive environment.
- Optimize production schedule adherence by ensuring projects stay on track.
- Improved safety and organization by introducing innovative crowd management strategies.

Sales And Service, Jul 2023 - Jan 2024

The Broad, Los Angeles, California

- Spearheaded visitor engagement, enhancing art appreciation
- Boosted merchandise sales through personalized recommendations
- Maintained exceptional customer service standards, focusing on visitor feedback

Executive Assistant, Jan 2018 - Jul 2018

Granity Studios

- Coordinated executive schedules, leading to an increase in productivity and streamlined operations.
- Managed communications, ensuring timely responses and enhancing executive-client relationships.
- Handled confidential information with discretion, maintaining data integrity and trust.
- Facilitated cross-functional team meetings, promoting seamless communication and collaboration among departments.
- Prepared detailed reports and presentations, enhancing executive decision-making with accurate data.

Intern, Jan 2018 - Jul 2018

CollegeHumor

- Coordinated video shoot logistics, ensuring smooth operations and timely delivery of content.
- Supported on-set activities, including equipment setup and lighting, enhancing production quality.
- Collaborated with the art department to achieve desired set aesthetics, maintaining production vision.

Production Assistant, Oct 2017 - Jun 2018

Tastemade

- Assisted in video shoots, ensuring timely setup and breakdown of equipment, enhancing production efficiency.
- Coordinated logistics for video shoots, boosting operational efficiency by ensuring equipment readiness and time management.
- Monitored and maintained equipment inventory, preventing delays and ensuring smooth production operations.
- Provided on-site support during shoots, facilitating seamless setup and teardown to maintain tight schedules.
- Actively engaged in all stages of production, demonstrating a strong commitment to learning and contributing to the team's success.

Event Staff, Mar 2017 - Mar 2017

The American Pavilion, Cannes Film Festival

- Greeted visitors, creating a welcoming atmosphere and addressing inquiries about the event.
- Assisted with registration, ticketing, and event access, ensuring smooth operations.
- Handled feedback and complaints professionally, enhancing guest satisfaction.
- Facilitated networking among industry professionals, promoting meaningful connections.
- Organized receptions and social events, supporting VIP services with personalized attention.

Languages

English
Spanish

Links

www.mariagastorga.com

[LinkedIn Profile](#)

[Production Reel](#)

Skills

Internal Tracking
Itinerary Management
Contract Coordination
Event Execution
Time Management
Detail-Oriented
Logistics Management
Movie Magic Budgeting
Cinapse
Airtable
Google Workspace
Workfront
Shotgun
Final Draft
Photoshop
Illustrator
OKTA
Unreal Engine

Education

Bachelor's Degree

*Full Sail University
Class of 2017*

Selected Credits

Loot
Ahsoka
Avatar: The Way of Water
The Mandalorian
Reboot
The Book of Boba Fett
Physical
Black Widow

Full list of credits
available upon
request.