

**Tyler Brown-Ortiz**  
**Production and Art Dept. Assistant**

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**EXPERIENCE**

**Post Production Intern:** October - December 2019

**Spectrum Films, Sydney, Australia**

- Abetted Executive Producers and Directors with client support and administrative services.
- Delivered script coverage across various stages of production. Analyzed scripts to discern budget and audience.
- Gained insight on post production workflow by observing sound design and editing sessions.

**E! Live From the Red Carpet Production Assistant, Los Angeles, CA**

**The Emmys:** September 2022 & **The Oscars:** March 2023

- Delivered broadcast logs and tended to broadcast truck operators.
- Assisted in production office assembly, maintenance, and break down.
- Maintained cleanliness in broadcast trucks and surrounding production area.

**The Golden Globes:** January 2023

- Tended to talent/production staff at the Red Carpet Coverage Live Stage.
- Supported with production office set up, maintenance, and removal.
- Contributed to cleaning the production office and surrounding production areas.

**Voice Over Production Coordinator:** May - December 2022

**Horseless Cowboy, Los Angeles, CA**

- Assisted various directors with rewriting international film and television scripts for English dubbing. Done to improve translation adaptations and better match dubbed dialogue with the actors' mouths.
- Tracked takes and selects throughout recording sessions to keep track of progress and pace.

**Art Director's Assistant:** September, November, July 2022

**Polywood (Short Film), Los Angeles, CA**

**Omaze Airstream Shoot (Commercial), Los Angeles, CA**

**Snow Story Lifesafe Shoot (Commercial), Los Angeles, CA**

**This Lil' Piggy Got Some (Short Film), Los Angeles, CA**

**Quinn XCII ft. Big Sean - Common (Official Music Video), Los Angeles, CA**

- Assisted art directors with load-in, installation and maintenance of set design as well as prop pieces.
- Supported with set breakdown, returning set location to original specifications, and load-out.
- Transported equipment, set decoration, and props using rental vehicles of various sizes.
- Managed production assistants to facilitate set breakdown as well as next day prop returns.

**Production Coordinator:** April 2022

**Out Done (Short Film), Los Angeles, CA**

- Delivered refreshments to crew in order to keep them hydrated and fed throughout long days on set.
- Transported equipment, set design materials, and refreshments on foot and using vehicles.
- Managed crowd and monitored equipment while shooting in a public location.
- Created flyers to keep cast, crew, and extras up to date on production information.

**EDUCATION**

**Wheaton College, Norton, Massachusetts** - August 2017- May 2021

Major: Film and New Media Studies - Graduated Cum Laude

**Boston University Study Abroad, Sydney, Australia** - August - December 2019

Studied Australian Mass Media as well as Australian Art and Architecture. Worked as a Post Production intern with Spectrum Films, where I delivered script coverage and assisted with administrative duties.

**SKILLS:**

**Proficient Skills:** Microsoft Office, Google Suite, Final Draft, WriterDuet, Screenwriting, Script Coverage, Editing

**Soft Skills:** Organization, Collaboration, Time Management, Attention to Detail, Team Player, Coachability, Communication