

KATE LUGTU | Line Producer - Production Manager - First Assistant Director

www.katelugtu.com ● (818) 813-0716 ● kathleenlugtu@gmail.com ● Los Angeles, CA

EXPERIENCE

LINE PRODUCER

FREELANCE / CONTRACTOR

JAN 2021 – PRESENT

Managing six figure budgets for narrative features. Completing script breakdowns. Hiring all key positions in the production team. Accountable for all crew salaries, equipment rental, set design and location costs are met within budget and creative parameters. Ensuring films are completed on time and on budget, and payroll is paid on time. Completing all paperwork, including film permits, employee and cast contacts and deal memos.

FIRST ASSISTANT DIRECTOR

FREELANCE / CONTRACTOR

JAN 2012 – PRESENT

Ensuring that the schedule is always met in relation to the budget, using experienced judgment and knowledge to resolve problems that arise during production while ensuring cast and crew safety by production planning and actively participating in the whole filming process from creating a shooting timetable in pre-production and actualization in production.

MENTOR & INSTRUCTOR

AMERICAN FILM INSTITUTE

NOV 2020 – PRESENT

Mentoring AFI students with Assistant Directing responsibilities during pre-production and during production as well. Teaching how to work with Assistant Directors and how to harvest the projects full potential.

PRODUCER

DIGITANK STUDIOS

MAY 2014 – DEC 2017

Budgeting, scheduling and executing all production, ensuring to meet all the clients needs. Negotiating talent contracts, location and equipment rental rates as well as determining the right crew for the job. Coordinating post-production activities through final delivery.

PRODUCTION OFFICE MANAGER

ABS-CBN FILM PRODUCTIONS INC.

JAN 2012 – FEB 2016

Research and development for upcoming feature films, and sourcing funding. Catering to all legal and management needs of the team.

EDUCATION

International Academy of Film & Television

Cebu, Philippines | GRADUATED – 2014

Certificate - *Digital Filmmaking and TV Prod.*

- AWARDS & ACCOMPLISHMENTS:
Academic Excellence Scholarship
Frequently chosen to LEAD prominent projects
Top Choice for multiple mentorship programs

Mapua Institute of Technology

Manila, Philippines | GRADUATED – 2012

Bachelor of Science - *Business Administration*

- AWARDS & ACCOMPLISHMENTS:
Academic Excellence Scholarship
Co-Founder of the Entertainment Business Club
PRODUCED & COORDINATED multiple seminars to promote and teach creative business tactics

SKILLS

Creative Problem Solving | Calm Demeanor
Efficient Organization | Uplifting Personality
Professional Approach | Trustworthy Leadership
Inspiring Motivation | Unstoppable Drive
Good Vibes

Movie Magic Scheduling | Movie Magic
Budgeting | Casper-ThinkCrew | Final Draft
WrapBook | Microsoft Office | Microsoft Project
Screenwriting | Directing | Editing

MEMBERSHIPS

Array Crew
Free The Work
Women in Film
Women in Media

VOLUNTEER / DONATE

TEACHING free online & in-person courses in
Production Workflow, Production Managing, and
Production Assisting.

YOSEMITE CONSERVANCY Honorary Donor

FILMOGRAPHY

FEATURE

2022 -	Line Producer/UPM	"Marry me in Yosemite"	Hallmark
2022 -	Line Producer/UPM	"Landlord From Hell"	Lifetime
2022 -	Line Producer/UPM	"Bodyguard Seduction"	Lifetime
2021 -	Production Manager	"Are My Friends Killers?"	Lifetime
2021 -	1st AD	"Swim Instructor Nightmare"	Lifetime
2021 -	1st AD	"Deadly Garage Sale"	Lifetime
2021 -	1st AD	"Student Seduction"	Lifetime
2020 -	1st AD	"Face On"	BxB Studios
2014 -	Prod Coordinator	"Pureza"	ABS-CBN Films
2013 -	Prod Coordinator	"Enteng ng Ina Mo"	ABS-CBN Films
2012 -	Prod Coordinator	"Unofficially Yours"	ABS-CBN Films

TELEVISION / WEB

2022 -	1st AD	"Mitu x Hispanicize Livestream"	HSTL Studios
2022 -	1st AD	"Vampire Academy Livestream"	HSTL Studios // Peacock
2021 -	1st AD	"The Road Back Home"	Tastemade // Jeep
2021 -	1st AD	"Luna, the Witch" - Season 2	Amazon
2017 -	Producer	"Bella"	Digitank Studios
2017 -	Producer	"Enrich"	Digitank Studios
2016 -	Producer	"The Stylish Traveler"	Digitank Studios
2016 -	Producer	"La Isla"	Digitank Studios
2016 -	Producer	"Mommy Mundo"	Digitank Studios

SHORT FILMS

2022 -	1st AD	"Full Service"	CAPE Short Film
2021 -	1st AD	"How to Cry on Command"	Independent
2021 -	1st AD	"Carin"	American Film Institute
2021 -	1st AD	"Anemia"	Independent
2021 -	1st AD	"Dot"	Independent
2021 -	1st AD	"The Manager"	American Film Institute
2020 -	2nd AD	"Lux Noctis"	American Film Institute
2020 -	1st AD	"I'm Glad You're Here"	American Film Institute
2020 -	Art PA	"Faraway"	American Film Institute
2019 -	2nd AD	"Like Us"	American Film Institute
2019 -	2nd 2nd AD	"Guide On"	American Film Institute
2018 -	Prod Assistant	"Harana"	American Film Institute
2018 -	1st AD	"Contracorriente"	Independent
2014 -	1st AD	"Niño"	Independent
2014 -	1st AD	"Eskrimador"	Independent
2014 -	Producer	"Oscar"	Independent
2014 -	Producer	"Mantis"	Independent
2014 -	Producer	"Franco"	Independent
2014 -	Producer	"Descend"	Independent
2013 -	Director	"The Right Turn"	Independent
2012 -	Director	"Retribution"	Independent
2012 -	Director	"Possessions"	Independent
2012 -	1st AD	"Guzo Business"	Independent

COMMERCIALS / MUSIC VIDEOS

2022 -	Ist AD	"Here With Me" by d4vd	Interscope Records
2021 -	Prod Assistant	"Stoli" - Commercial	Thom Kerr Productions
2017 -	Producer	"Life Oil" - Commercial	Digitank Studios
2016 -	Ist AD	"Cleeks" - Commercial	Digitank Studios
2014 -	Ist AD	"Bonifacio Global" - Commercial	Digitank Studios
2014 -	Ist AD	"MCC" - Commercial	Digitank Studios
2013 -	UPM	"Tang" - Commercial	Mondelez

LIVE EVENTS

2017 -	Segment Producer	"Fusion"	Digitank Studios
2016 -	Associate Producer	"Bamboo"	Digitank Studios
2015 -	Ist AD	"Lifestival"	Digitank Studios
2015 -	Associate Producer	"The Bull Runner"	Digitank Studios
2013 -	UPM	"Hip-Hop International"	Digitank Studios

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