

ELENA RAMÍREZ

Production Assistant | Production Coordinator

Large experience in feature films and advertising since 2012 in Spain and Latin America working on national and international projects as office PA, production assistant and production coordinator. Additionally, I have experience producing videoclips, events and theater. Proactive person, with effective communication, high organization skills, team management and interested in contribute successfully to each project.



- B.A. Audiovisual Communication (Madrid, Spain)
- Certificate Production Coordination (Course by Pinewood Studios, Dom. Rep.).

- ✓ Planification & Organization skills
- ✓ High Communication skill
- ✓ Flexibility & adaptation
- ✓ Teamwork
- ✓ Work under pressure
- ✓ Positive attitude
- ✓ Problem-solving

Madrid
Available for traveling
Driving License

LANGUAGES:

Spanish . Native

English. Level B2

Contact me:

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FILMOGRAPHY

I started as **ON SET PA**. I have five feature films as **PRODUCTION COORDINATOR**. Also, I had the opportunity to explore other departments such as **ART and DIRECTION**.

PRODUCTION:

Production Management
El Efecto Darma (2023, Spain)

Production Coordinator

Winter Ball (post., USA & Dom.Rep.)
All the Men in my life (2021, USA & Dom.Rep.)
Caribe All Inclusive (2020, España & Dom.Rep.)
El Fantasma de mi Novia (2018, Dom.Rep.)
Dos Policías en Apuros (2016, Dom.Rep.)

Production Assistant / Runner

Omnívoros (2013, Spain)

OTHER DEPARTMENTS:

Art Coordinator.

Juego de Hombre (2023, Dom.Rep.)

Office PA Covid Control

Geechee (2022, USA & Dom.Rep.)

2nd Direction Assistant

Cuando no es Juan, es Juana (2019, Dom.Rep.)

ADVERTISING SPOTS :

ON SET PA AND OFFICE PRODUCTION ASSISTANT of more than 25 advertising campaigns assisting on pre-producción, shooting and closing phases.

PRODUCTION COMPANYS AND BRANDS:

MIRINDA FILMS: Loterías | Euskatel (2021) • **RENO FILMS:**

European University of Madrid (UEM) |

2 campaigns of Ufesa | Burger King | Fundación Vicente Ferrer | Self Bank | University of Europe Digital (UEoD).(2014-2015) • **FANDANGO**

FILMS: Frenagar | 4 campaigns of Jazztel | Seguros Pelayo | Cruzcampo | Burger King | Gran Capitán | Kumato | Yobingo.es (2012-2013) •

GLOBAL STONE FILMS: Liga ACB (2014) • **MAD MOV THE**

PRODUCTION HOUSE: Kia Motors | Mitsubishi (2014) • **GRUPO**

FÍLMICO: Canita | Plaza Lama (2019).

EVENTS:

PRODUCTION COORDINATOR. GRUPO EVENPRO (Madrid 2021- 2023).

Producing events and shows for major brands: Reebok, Lancaster, Loewe, Huawei, Universidad de Harvard, etc.

- Dealing with clients
- Working on budgets
- Leading events from start to end
- Weekly agenda planification
- Manage several projects on the same time
- Distribute technical equipment in house
- Hiring crew and suppliers
- Logistic and events needs

KNOWLEDGE:

- **Manage** Labour Risk Prevention, Insurance, Social Security, Filming permits, Minors, Image rights.
- **Organization:** travel for non-local crew and cast. Logistic and catering on location.
- **Making** Pre-calendar, assigning crew tasks and deadlines • Purchase orders and payments.
- **Contact** and hiring crew, suppliers, actors/models and extras agencies.
- **Coordination** meetings, scouting, fitting, tests. Call sheet & Transport Movement Order planification.
- **Closing phases:** Costs reports, coordinate returns items, inventory and wrap memos.
- **Fixing** unexpected issues and project needs.

Workflow tools: • Paquete Office & Google Workspace • Movie Magic Budgeting & Scheduling

• Organization: Jira Trello Dropbox • Basic Graphic Design Canva

SEE MORE ON MY WEBSITE:

https://linktr.ee/elena_ramirez

