



**CHANDLER YVANNA GUZMAN**  
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## EXPERIENCE

### ***Production Coordinator, Lure Digital Creative Agency: Los Angeles, CA - February 2021 - June 2022***

- Managed the pre-production, shooting, and post for 5+ simultaneous projects/accounts
- Tracked and graphed hourly spend for all company endeavors
- Acted as an interim social media manager planning profile content, conducting community management, maintaining follower interactions, and connecting consumers to the brand's customer care (Armor All and Nu Finish)
- Coordinated 30+ commercial, social, and print shoots with crews ranging from three to forty individuals
- Assisted company personnel and freelance hires with insurance creation, location scouting, vendor support, and on-set unit management

### ***Digital Streaming Intern, Dangerbird Records: Silverlake, CA - August 2019 - December 2019***

- Created weekly artist "One Sheets" to be sent to management executives and satellite offices tracking accounts and artist streaming numbers
- Made design assets, animations, and pitch decks for multiple artist teams (Slothrust, Seawolf, and Milly the Band)
- Programed dozens of albums/songs with distribution services such as The Orchard
- Supported tour programmers with tour coordination and venue listings

### ***Executive Assistant/Intern, Stephen Fitzgibbon/Curious Films: Los Angeles, CA - November 2018- December 2019***

- Assisted in project research and would synthesize findings into creative briefs
- Fulfilled varying tasks for the day-to-day needs of a producer such as event support, tracking project funding, organizing project-based art sales, facilitating shooting preparations, and functioning as a PA while on set
- Conducted talent identification and roster creation, to ultimately connect producers to the correct agents and management teams
- Would sit in for creative meetings providing script supervision, breakdowns, and meeting notes

### ***Feature Production Intern, Six Stair Studio w/Curious Films: Los Angeles, CA - May 2018 - September 2018***

- Was signed on as a project based intern for Six Stair Studios in collaboration with Curious Films feature length production, "Warm Blood" directed by Rick Charnoski
- Developed creative, locational, and historic treatments for the project's research and development
- Organized, rostered, and processed crew for accomodations, travel, and paperwork
- During shooting I managed talent, departmental needs, attended to location and city personnel, assisted in daily calls, mediated schedule changes and dissemination, and reconciled personal and departmental budgets

### ***College Advisory Board Member, The Getty Museum: Los Angeles, CA - November 2017- February 2018***

- Selected to join a cohort of college students to conceptualize, budget, and execute multiple nights of programmed installations, interactive exhibits, live music, and workshops to encourage a challenged view of fine art institutions

## EDUCATION

### **University of Southern California: School of Cinematic Arts**

Bachelor of Arts,  
"Media Arts + Practice"  
3.75 GPA | Graduated '22

## SKILLS

**Soft** - complex and critical thinking, professional mediation, adaptation, client relations, trauma-informed producing / **Hard** - script coverage, project management, theory praxis, pre-visualization, pitch creation, and art direction

## AWARDS & DISTINCTIONS

USC First-Generation DEI Week Pannel Speaker, Microsoft Design Thinking Seminar Member, Miles Justice LGBTQ+ Legacy Award, Two-time "Top of Class" Recipient for Film Fine Art and Studio Fine Art, Canadian Student Debate Federation Public Speaker Citation Award

## SOFTWARE & HARDWARE

Adobe Suite CC 2022, Maya 2020, Autodesk Suite, AVID, Sketchup, GoPro VR Viewer, ProTools, Microsoft OS, Unity, Arduino, P5.js, Movie Magic, Salesforce, and Unreal Engine