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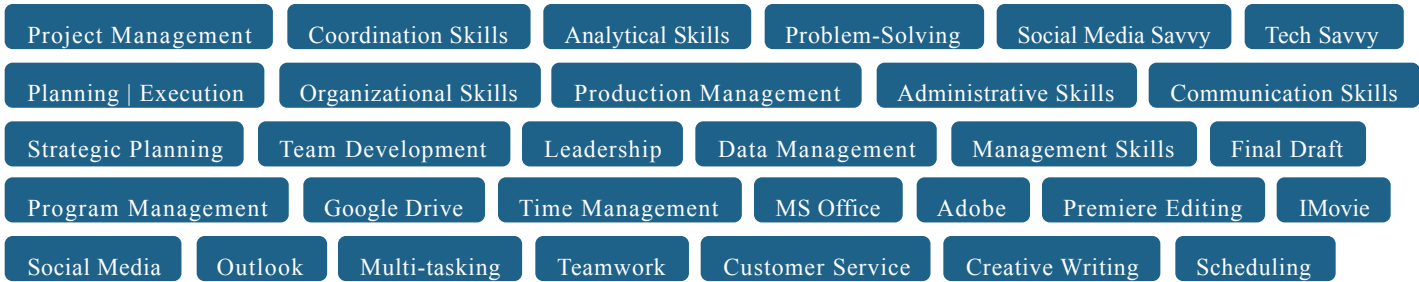
Los Angeles, CA 

linkedin.com/in/ana-christina-perez-del-rio-756b393b 

Ana Christina Perez Del Rio

Highly motivated individual with over 7 years of progressive career growth and a successful track record in assisting with production, script writing, and other administrative tasks. I pride myself on being a hard worker with a focus on creating, evaluating, and overseeing the development and production of creative projects.

HIGHLIGHTS



ACHIEVEMENTS

Production Experience

Casted, recruited production crew, and managed call sheets and production budgets for an original web series. We oversaw it from every step of the pre-production and post-production stages in addition to directing the talent and producing the series.

Project Management

Successfully hosted and facilitated 30+ pitch meetings that were happening simultaneously in a conference room. That resulted in few participants selling their project to companies like HBO, Disney, and Fox which was a huge success for a young start-up non-profit

WORK EXPERIENCE

Account Coordinator

| Deluxe Media

03/2022 - Present

Los Angeles, CA

Responsibilities

- Coordinate creation of subtitles, closed captions, dubbed audio, scripts, audio description tracks, and related deliverables in multiple languages for clients primarily in the entertainment space.
- Develop professional expertise in technical and creative aspects of localization.
- Establish and manage project schedules and ensure due dates are met on time and within budget by coordinating with production teams.
- Communicate with internal departments, external vendors, and clients around the world.
- Proactively identify potential issues with projects in progress and find creative solutions to meet and exceed client expectations.
- Create and update reports by collecting data from various resources and entering into spreadsheets or database

Freelance Script Coverage Writer

| Starz

02/2019 - Present

Los Angeles, CA

Responsibilities

- Review the scripts, script bibles, and pitch decks that were submitted to Starz.
- Prepare a coverage report that includes a logline, plot summary, and an analysis of how it can be integrated into the Starz line-up.

Writers' PA, LUCIFER

| Warner Brothers

07/2019 - 03/2021

Los Angeles, CA

Responsibilities

- Took notes during Writers' meetings as a resource for Writers' Assistant
- Ordered and picked up lunches for Writers, Showrunners, and support staff on a daily basis. Kept kitchen stocked and clean.
- Provide administrative duties and cover desk when needed.
- Assist the production team with passing along messages to Writers and Showrunners when necessary.
- Managed overall function of the Writers' office by receiving materials, completing errands, and overseeing weekly budget.
- Ensure that the Writers' office and Writers' room were kept clean, tidy, and stocked with office supplies.

WORK EXPERIENCE

Writers' Production Assistant | Vida - Starz (04/2018 - 09/2019)

Production Assistant/Runner | Family Guy - Fox Television Animation (03/2017 - 04/2018)

Administrative Assistant | Diversity Initiatives - Sundance Institute (10/2015 - 07/2016)

Latino Media Market Assistant Coordinator | NALIP (05/2015 - 06/2015)

Freelance Legal Research Assistant (11/2015 - 10/2016)

PUBLICATIONS

HelloGiggles

Why Cookie is the Real Hero of Empire
09/23/2015

Popdust.com

Why Phyllis Vance Is a Straight Savage on "The Office"
Phyllis Vance is the coldest mofo in Scranton.
03/25/2020

HelloGiggles

Why Bridget Jones is my life role model
10/13/2015

HONORS AND AWARDS

Ryan Murphy HALF Directing Fellow
Issued by Ryan Murphy's HALF Initiative

LMU and Film Independent Incubator Lab Grant (\$5,000)
Issued by Loyola Marymount University and Film Independent

CERTIFICATIONS

Real Estate Salesperson
California Department of Real Estate | ID: 02154410

EDUCATION

Bachelor's Degree - Screenwriting
Loyola Marymount University
2014

Los Angeles, CA

LANGUAGES

English *Native or Bilingual Proficiency* Spanish *Native or Bilingual Proficiency*