

DIANA PÉREZ RIVEROS

Producer

Los Angeles, California
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 Diana Perez Riveros
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QUALIFICATIONS

- Great time management skills.
- Strong organizational skills.
- Experience in Pre-Production.
- Production and Post-Production.
- Team Worker.
- Excellent communication skills.
- Extremely good negotiator
- Usually always stay under estimated budget

LANGUAGES

- English
- Spanish

EDUCATION

Bachelor in Fine Arts in
Acting for film, 01/14 – 09/16
NEW YORK FILM ACADEMY
Visual and Performing Arts

WORK EXPERIENCE

- APPLE PIE AFFLICTION - (Webseries – Post-Production)

PRODUCER – Line Producing, Budgeting, Location Scouting, Assembled and hired entire crew, Legal permits, Equipment rental and insurance, Legal contracts and deal memos, Organized crew meetings and rehearsals as needed, Catering and crafty.

- BLVD OF BROKEN DREAMS - (Short Film)

PRODUCER – Location Scouting, Assembled and hired entire crew, Legal permits, Equipment rental and insurance, Legal contracts and deal memos, managed entire budget (kept it under estimated budget), Organized crew meetings and rehearsals as needed, Catering and crafty.

- JUXTAPOSED - (Short Film)

PRODUCER – Location Scouting, Organized parking, Call sheets, Assembled and hired entire crew, Legal permits and insurance, Location Agreement, Legal contracts and deal memos, managed entire budget, organized crew meetings and rehearsals as needed, Catering and crafty.

- FIRST AID KIT - (Short Film)

PRODUCER – Assembled and hired entire crew, Legal permits and insurance, Legal contracts and deal memos, managed entire budget, organized crew meetings and rehearsals as needed, Catering and crafty.

- IN A HEARTBEAT - (Short Film)

EXECUTIVE PRODUCER / CO-PRODUCER – Financed entire film, Legal permits, Legal contracts and deal memos, helped to manage budget, Organized auditions, worked in all the post production process.

- BIPOLAR - (Short Film)

EXECUTIVE PRODUCER / PRODUCER – Assembled and hired entire crew, Legal permits, Equipment rentals, Legal contracts and deal memos, managed entire budget (kept under budget), Hired catering.

- UNBREAKABLE TIES - (Short Film)

EXECUTIVE PRODUCER / PRODUCER – Assembled and hired entire crew, Legal permits, Equipment rentals, Legal contracts and deal memos, managed entire budget (kept under budget), Hired catering.

- THE FAT ONE - (Short Film)

UNIT PRODUCTION MANAGER – Deal memos, assembled crew, helped to manage budget, organized crafty and catering, managed crew on set, managed time on set, and finished legal paperwork.

- UNKNEADED DOUGH - (Short Film)

UNIT PRODUCTION MANAGER – Deal memos, assembled crew, helped to manage budget, organized crafty and catering, managed crew on set, managed time on set, and finished legal paperwork.

- ON THE MARKET- (Short Film)

PRODUCTION ASSISTANT – Ran errands needed for the production prior and during filming, organized crafty, picked up catering and organized snacks for the crew.