


CLAUDIA TOVAR

CONTACT

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 www.staffmeup/profile/claudiatovar

Tucson/Phoenix



EDUCATION

 **NORTHERN ARIZONA UNIVERSITY**

November 2020

Bachelor of Science

*Creative Media and Filmmaking Emphasis,
Communication Studies
Minor*

OBJECTIVE

Adaptable film crew member with the ability to manage multiple roles as needed. Collaborative team member who works well under high stress environments. Background in writing and directing short films, assistant director, talent assistant and production assistant. Experienced in documentaries, feature lengths, commercials, campaign advertising, short films, and events. Bilingual – English/Spanish.

PROFESSIONAL EXPERIENCE

PRODUCTION ASSISTANT

LIFE IS A BALLROOM

Sharp Entertainment

(July 2022, Oct 2022, & Feb 2023)

Season 1 - Bravo TV

- Performed a range of delegated tasks throughout the production period
- Handled PEX card and petty cash
- Organized crafty and lunch orders
- Responsible for crew transportation

AMERICAN EXPRESS

The Bindery NYC

(Nov 2022)

Commercial

- Handled petty cash
- Organized crafty and lunch orders
- Responsible for crew transportation
- Picked up, transported and returned equipment

FAR HAVEN

True Hero Productions

(Sep 2022 – Oct 2022)

Feature Length Film

- Assisted with several on set duties as needed
- In charge of keeping talent on schedule
- Responsible for talent transportation
- Handled SAG timecards

DARCY & STACY

Sharp Entertainment

(Aug 2022)

Season 4 – Bravo TV

- Performed a range of delegated tasks throughout the production period
- Handled PEX card and petty cash
- Organized crafty and lunch orders
- Responsible for cast transportation

ANOTHER BODY

Willa Films, LLC

(Jul 2022 – Aug 2022)

Documentary

- Performed location scouting
- Performed a range of delegated tasks throughout the production period

MARK KELLY FOR SENATE

SKDKnickerbocker

(Jun 2022)

Campaign Advertising

- Handled petty cash
- Performed various runs
- Firewatch equipment
- Assisted with lock ups

DESERT DIAMOND CASINO

MJA Advertising

(Apr 2022)

Commercial

- Assisted with several on set duties as needed
- Worked closely with the 1st AD
- Responsible for crafty
- Handled releases

THE WARRANT: BREAKER'S LAW

INSP

(Feb 2022 – Mar 2022)

Feature Length Film

- Performed a range of delegated tasks throughout the production period
- Managed transportation for talent
- Handled petty cash
- Handled SAG timecards
- Kept talent on schedule.

THE THIEF COLLECTOR

Heist Film, LLC

(Oct 2021 - Nov 2021)

Documentary

- Handled petty cash
- Organized crafty and lunch orders
- Responsible for crew transportation
- Picked up, transported and returned equipment

1ST ASSISTANT DIRECTOR

IN TERROR

In Flight Productions

(May 2022 – Oct 2022)

Feature Length Film

- Maintained order on the set
- Created shooting schedule and daily call sheets
- Responsible for script breakdowns
- Scouted and secured set locations
- Tracked daily progress against the filming schedule