



Arrajanee Rivera

PERSONAL INFO

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I am a hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level Production Assistant position. I am a detail-oriented team player with an ability to handle multiple projects simultaneously with a high degree of accuracy. I have had an interest in filmmaking and performing arts from an early age. I am majoring in Creative Media & Film with a minor in Theater at Northern Arizona University and I have recently completed The AZ FILM READY Crew Production Assistant Certification Program. I have experience working with costumes, hair, and make-up. I have also worked on my own and on other student films. I am hoping to gain more experience working on professional film sets.

SKILLS

- Flexible and Adaptable
- First Aid/CPR
- Microsoft Office Suite and Google Drive
- Planning and Coordination
- Teambuilding

EDUCATION

- **Creative Media & Film, Bachelor of Science** 2020-08 - present
Northern Arizona University, Flagstaff Arizona
- **Political Science, Associate of Arts** 2018-08 - 2020-05
Estrella Mountain Community College, Avondale Arizona

CERTIFICATES

- **Arizona FILM READY Crew - Production Assistant (PA) Certification** 2023-05

PROJECTS

- **Student Writers Room** 2023-01 - 2023-05
UTV Studios (Northern Arizona University)
 - Completed a short film script within one semester.
 - Brainstormed and collaborated with fellow writers.
 - Received and gave constructive criticism of the scripts being written.
 - Created a look book for the short film.
 - Filled out coverage forms and voted on the films being pitched to UTV studios.
- **Student Assistant Producer** 2022-08 - 2022-12
Curling Smoke - student film (UTV Studios - Northern Arizona University)
 - Scouted locations for the short film.
 - Sent out and organized talent release forms.
 - Assisted on set with craft services, set dressing, and any task needing attention.

- Filled out coverage forms and voted on the short films being pitched to UTV studios.

Costume Crew

2022-08 - 2022-12

Hedda Gabler (Northern Arizona University Department of Theater)

- Labeled each costume piece and organized who it belongs to.
- Kept track of the costume pieces and made sure there were no missing pieces before and after each performance.
- Assisted actors with hair and make-up.
- Maintained the quality of the costumes and completed any repairs needed.
- Returned the costumes to where they need to go after the show wrapped.

Costume Crew

2019-01 - 2019-05

Boys' Life (Estrella Mountain Community College Department of Theater)

- Researched costume inspiration and presented a costume vision board/look book to the whole Theater Department.
- Ordered costume pieces while staying within budget.
- Labeled each costume piece and organized who it belongs to.
- Kept track of the costume pieces and made sure there were no missing pieces before and after each performance.
- Assisted actors with hair, make-up, and costume changes.
- Maintained the quality of the costumes and completed any repairs needed.
- Returned the costumes to where they need to go after the show wrapped.

Committee Member

2022-10 - present

Department of Theater Season Selection Committee

- Read and analyzed over fifty plays that were being pitched.
- Analyzed the producibility and marketability of the plays being pitched.
- Discussed the pros and cons of each play during committee meetings.
- Voted on the plays I liked.
- Pitched the Musical plays I believed fit the department to the Chairs of the NAU Theater Department.

PROJECTS:

Get Involved Ambassador (Office of Student Life & Leadership)

2023-03 - present

Northern Arizona University, Flagstaff Arizona

- Demonstrated strong organizational and time management skills while managing multiple projects ranging from social media promotion to presenting at a student leadership conference.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Worked well in a team setting, providing support and guidance.

Performance Cast Member

2022-10 - 2023-01

North Pole Experience, Flagstaff Arizona

- Professionally utilized a walkie talkie to communicate and take orders from managers running the show.
- Performed shows back-to-back on a charter bus and in performance rooms for 8 hours or more.
- Kept charter buses and performance rooms clean and organized.
- Handled requests and complaints made by guests in a friendly and enthusiastic manner.

Leasing Consultant

2022-03 - 2022-06

Haven Residential, Goodyear Arizona

- Generated daily and weekly financial reports that monitored and tracked payments, expenses, and growth.
- Executed general office duties utilizing standard office equipment: printers, copy machine, scanner, and multi-lined telephones (transferred calls).
- Communicated effectively with owners, residents, and on-site associates by responding to calls and emails in a time efficient manner.
- Developed robust knowledge of the property and its amenities.

CLUBS & ORGANIZATIONS:

October 2022 - Current

- **UTV Studios** (Northern Arizona University):
August 2022 - Current
- **Kappa Delta Sorority** (Northern Arizona University):
August 2020 - Current