

ALDA MATOS

● PRODUCTION ASSISTANT ●



772-631-9940



matos.alda20@gmail.com



<https://tinyurl.com/y3awfz9p>

WORK EXPERIENCE

SCAD DOCUMENTARY FILMMAKING CLUB

President & Founding Member

- Runs a group of 10 founding committee members
- Moderates meetings
- Runs publicity and social media
- Organizes collaborations and special guests

VALEO RESOURCES

Executive Assistant // 2014-2019

- Copywriting and SEO work
- Reviewing resumes, conducting interviews, answering emails
- Gen. assistant responsibilities (filing, taking calls, running errands)

SELECTED WORKS

CULTANICA - SHORT FILM

2nd Assistant Director - Winter 2020

FADING - SHORT FILM

Assistant Director - Winter 2021

GENESIS- SHORT FILM

2nd Assistant Director - Winter 2020

BALEFIRE - SHORT FILM

Executive Producer - Winter 2020

SPARE STRINGS - SHORT FILM

Assistant Director - Winter 2021

A GOOD FRIEND - SHORT FILM

Assistant Director - Winter 2021

EDUCATION

Savannah College of Art & Design (SCAD)

BFA Film & Television / Art History

Expected Graduation: Spring 2022

PROFESSIONAL SKILLS

SOFTWARE

Movie Magic Budgeting

Movie Magic Scheduling

AVID Media Composer

Final Cut Pro X

ProTools

Mac OS

PC OS

Microsoft Office

Final Draft 11

HARDWARE

Nikon D5600

Blackmagic URSA Mini

Canon XC10

AWARDS & HONORS

SCAD Dean's List

2019-Present

Florida State DECA Champion

2018