

DANIELLA GARCIA

Savannah, GA 31404 / dgarcia37018@gmail.com / 786 444 3364

Education

Savannah College of Art and Design / Savannah, GA / June 2023

BFA in Dramatic Writing Minor in Film & Television

Skills

Calendar Management
Scheduling
Travel Coordination
Multi-tasking
Research
Digital Marketing

Communication Skills
Content Creation
Google Workplace
Adobe Premiere Pro
Adobe InDesign
Adobe Photoshop

Script Coverage
Final Cut Pro
Final Draft
Avid
Canva
Fluent in Spanish

Work Experience

Chef's Table, Boardwalk Pictures / Production Assistant

Savannah, GA / May 2026

- Supported daily on-set operations and production logistics
- Assisted crew, talent, and departments with time-sensitive production needs
- Completed production runs and maintained efficient on-set communication

You Are Here, Zero Point Zero Productions / Talent Production Assistant

Savannah, GA / March 2023

- Personal Assistant to Colman Domingo during the filming of AMC's You Are Here Savannah episode

Tycor International Film Company / Key Production Assistant

Savannah, GA / September - October 2021

- Worked with the AD and talent to distribute schedules, wardrobe, and blocking in scenes
- Distributed dailies, sides, managed extras holding and all start work
- Relied on to quickly and effectively problem solve in a time sensitive manner

The Dead Files Season 14, Travel Network, Discovery + / Set Production Assistant

Savannah, GA / August 2021

- Unloaded G&E and assisted production team during set ups & breakdowns
- Arranged catering for all talent and crew, and managed receipts.
- Responsible for transporting vital items for shoot in a punctual and timely manner

Big Brother Season 23, CBS Television / Set Production Assistant

Savannah, GA / June 2021

- Supported team through all stages of production managing technical and administrative tasks
- Relied on by producer and crew to assist with location scouting, accommodating talent, and providing transport

iMordecai, Feature Film / Office Production Intern

Miami, FL / November - December 2019

- Managed desk, phone calls, production calendar, and upheld an organized office environment
- Assisted Production Coordinator in maintaining all crew member contracts and permits
- Developed Final Production Binder

Huracàn, HBO Feature Film / Office Production Intern

Miami, FL / December - February 2019

- Organized and distributed permits, POIS, and contracts
- Created dailies, sides, and completed time-sensitive tasks efficiently alongside production coordinators
- Maintained production schedules and calendars, arranged accommodation, travel, and catering, and handled receipt and start work for crew members and talent.