

Adela Tobon

adelatobon90@gmail.com

8831 John Ave
Los Angeles CA 90002

Motivated Crew member, who adapts to different types of roles on and off set. Collaborates well with other crew members and handles challenging deadlines. Background in set production, office assistant, and assistant to clients and agency.

Education

Associate in Communication/Napa Valley College.

Bachelors in Film Production / California State University, Los Angeles.

Experience

Client & Agency Assistant

- Safely Transfer Agency to shooting locations
- Handle video village
- Liaison Between production and client/agency
- Deliver any notes to director from video village

Key Production Assistant

- Set up all aspects of production
- Support Assistant directors with talent/background
- Manage and oversee production supplies
- collaborate with and support various departments

Office Assistant

- Assist with Pre-Production meetings
- Perform various errands and tasks as needed throughout the day
- Guide crew members on filling out paperwork/timecards

Work

Production Assistant

- Promo, **COBRA KAI**, Netflix Production. 2022
- Commercial, **GUARDIANS: UNITED STATES SPACE FORCE**, Havoc Production. 2022
- Promo, **ViIV + RPDR: COBRANDED PROMO**, Paramount Brand Studio. 2023
- Commercial, **UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE**, CMS Production. 2023
- Commercial, **FCAS SILENCE**, Bunker Production, 2024
- Live Performance, **MASTERCARD x CBS x GRAMMYS**, Paramount Brand Studio. 2024
- Commercial, **SONY CREATOR TV**, Wolves Production. 2024
- Documentary, **RIVER PROJECT**, Finch No Worries Production. 2024
- Promo, **WICKED**, Paramount Brand Studio, 2024