



Frances J. Martinez-Leon

(787) 514-6365

martinezjfrances@gmail.com

PROFESSIONAL SUMMARY

Hardworking and creative 1st Assistant Director with pre-production and production experience, editing skills, and administrative knowledge. Adept at supporting teams in stressful environments while staying on budget and schedule. Problem-solver and goer of extra miles.

SKILLS

- Bilingual Spanish/English
- MM Scheduling
- MM Budgeting
- AVID Media Composer
- Adobe Creative Suite
- Microsoft Office Suite / Mac Equivalents
- Blackmagic URSA 4k Mini
- Sony PXW-FS7
- Zoom H4n Recorder

EDUCATION

Technical Certificate | Stage Technology 07/2020- Present
Valencia College, Orlando, FL

Bachelor of Fine Arts | Film and Television 06/2018
Savannah College of Art and Design, Savannah, GA

Study Abroad 06/2017-08/2017
Savannah College of Art and Design, Lacoste, France

High School Diploma 05/2015
Colegio Adianez, Guaynabo, Puerto Rico

FILM EXPERIENCE

"THE BEACH HOUSE" - SET PRODUCTION ASSISTANT

Production Network: Hallmark | Savannah, GA

- Helped set up and strike sets and production areas

"ANA" - SET PRODUCTION ASSISTANT

Independent Production | San Juan, Puerto Rico

- Coordinated extras for scenes and helped with fitting for them

"23 HORAS" - SET PRODUCTION ASSISTANT

Independent Production | San Juan, Puerto Rico

- Ensured that filming locations were kept clean and organized at all times

"PROTESIS" - SET PRODUCTION ASSISTANT

Independent Production | San Juan, Puerto Rico

- Ran errands for talent and film executives
- Worked across departments to ensure optimal performance and a great final product
- Assisted in setting up props for set

OFFICE PRODUCTION ASSISTANT INTERN

Producciones Cabeza | San Juan, Puerto Rico

- Performed diverse administrative tasks such as crew time cards and check requests in support of the production team.
- Procured supplies, food, props, and equipment for production use.

PROJECTS

"WEIRD" – 1ST ASSISTANT DIRECTOR

Commercial PSA | Savannah, GA

- Planned and scheduled crew members and equipment to accommodate filming timeline
- Participated in creative production meetings to assist in developing ideas and defining project deadlines.

"NAILED IT" – 1ST ASSISTANT DIRECTOR

Multi Camera TV Sitcom | Savannah, GA

- Coordinated production schedules and activities for live shows
- Ensured that all main work areas were kept free of debris and obstacles that could cause falls and mishaps

"THE PUPPERNAUT" – 1ST ASSISTANT DIRECTOR

Senior Thesis Film | Savannah, GA

- Participated in production meetings with producers and production crew to help keep the film in line with creative vision
- Reviewed scripts to determine most appropriate way to schedule rehearsals for both talent and crew.
- Interacted with crew members to oversee technology elements, including lighting, audio, and camera movements