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# AYLA CUDDIHY - ASSISTANT

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Salt Lake City UT | 410-934-8900 | aylacuddihy2@gmail.com

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## Summary

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Highly-motivated with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

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## Skills and Qualifications

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- Mac and PC proficient, including Microsoft Office, Google Suite, Adobe Suite, and Adobe Creative Cloud
  - Efficient in rolling calls, emails, expense reports, scheduling and research
  - Proficient in script coverage, breakdowns, deal memos, and release forms
  - Movie Magic Budgeting & Scheduling, Final Draft, AVID Media Composer, DaVinci Resolve, and Pro Tools
  - Organized, detail oriented, and communication driven
  - Experience wrangling extras and actors
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## Experience

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**Production Coordinator** **09/2022 to 12/2022**  
**Los Angeles, CA**  
**"Hiraeth" (Short)**

- Communicated with vendors to order supplies needed for production operations.
- Managed day-to-day tasks assigned by Production Manager and Director ensuring deadlines are met consistently.
- Ensured compliance with all applicable health, safety, environmental regulations and policies.

**Production Coordinator/Assistant** **02/2024 to 04/2024**  
**Guanajuato, MX**  
**"New Beginnings" (Short)**

- Coordinated travel arrangements for cast and crew members.
- Resolved any issues related to production process or equipment malfunctions quickly and efficiently.
- Managed the production calendar, scheduling tasks and deadlines.

**Production Assistant/BTS** **05/2024 to 06/2024**  
**Durango, MX**  
**"LIMINAL" (Short)**

- Maintained communication between production staff and crew members.
- Ran errands as necessary for the production team.
- Loaded and unloaded equipment from vehicles used in shooting scenes.
- Maintain video logs of all footage shot on location.
- Captured events through video and still-shot cameras.

**Producer** **02/2022 to 05/2024**  
**Los Angeles, CA**  
**"True Love" (Short)**

- Oversaw daily operations on set including scheduling, problem solving, budget tracking and creative decisions.
- Organized and attended pre-production meetings with key stakeholders to ensure successful execution of productions.
- Communicated effectively with clients throughout entire production cycle providing updates on progress as well as addressing any concerns or questions they may have had.
- Collaborated with directors, writers, designers, cinematographers, editors and other creatives throughout production process.

**Screenwriter/Director/Producer** **06/2023 to 08/2024**  
**Los Angeles, CA**  
**"Ballad of a Broken String" (Short)**

- Attended meetings with actors to discuss character development and other story elements.
  - Collaborated with producers to ensure the script was consistent with the overall vision of the project.
  - Prepared budgets for proposed projects based on estimated costs associated with filming locations and personnel requirements.
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## Education and Training

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**Bachelor of Fine Arts: Filmmaking** **08/2024**  
New York Film Academy Burbank, CA

**Some College (No Degree): Photography**  
Appalachian State University Boone, NC

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## Websites, Portfolios, Profiles

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- [www.linkedin.com/in/ayla-cuddihy](http://www.linkedin.com/in/ayla-cuddihy)
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## Certifications

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References available upon request.