

Concepcion Saucedo

Production Coordinator
LOCAL 871

OBJECTIVE: To fully develop professional experience in the entertainment industry, while demonstrating leadership, respect, discipline and teamwork.

EDUCATION:

Telemedia Bachelors Degree at College at Southwestern College spring 2004
Chula Vista, CA. USA.

High School Diploma at Instituto Mexico, Spring 2001
Tijuana Baja California Mex.

SKILLS:

- 100% Bilingual writer and speaker (English, Spanish)
- International Coordinating Experience
- MAC and PC proficient
- Word, Excel, Moviemagic, etc.
- Administrative skills
- Public Relations
- Public Speaker
- Organizational Skills
- Multitasking

EMPLOYMENT:

July 2008-November 2008
Production Coordinator. "LOST" Season 5
Grass Skirt Productions, Honolulu HI

October 2007-June 2008
Production Coordinator. "LOST" Season 4
Grass Skirt Productions, Honolulu HI

June 2006 - May 2007
Assistant Production Coordinator & Travel Coordinator, "LOST" Season 3
Grass Skirt Productions, Honolulu HI

February 2006 - June 2006
Production Secretary, "LOST" Season 2
Grass Skirt Productions, Honolulu HI,

February 2007

Production Coordinator, "SOLEIL L'OREALL" Commercial
Serial Dreamer Productions, Honolulu, HI

January 2006

Office Production Secretary, "Saturn Sky Roster" Commercial
Gear Head Productions, Honolulu, HI

September 2005 - December 2005

Production Assistant Coordinator, "BORDING SCHOOL" Pilot, Seasons 1 & 2
Brookwell McNamara Entertainment, Honolulu, HI

August 2005 - September 2005

Production Assistant, "LOST" Season 2
Grass Skirt Productions, Honolulu HI,

May 2005 - August 2005

Production Coordinator, "BORDERLAND" feature film
Reel Tonic Films, Baja Mexico

February 2005 - May 2005

Post-production Coordinator for "Plaza Sesamo" Season 9
HIP Studios Calafia, Baja Mexico

February 2005 - March 2005

Production Associate for "Mas Sabor" Season 2
Baja Mexico, HIP Studios Calafia

January 2005 - February 2005

Pre-production Coordinator for "Mas Sabor" Season 2
HIP Studios Calafia, Baja Mexico

July 2004 - August 2004

Production Assistant, "World At Your Table"
CA HIP Entertainment Group, Los Angeles, CA

January 2004 - June 2004

Administrative Assistant, CARPISTA Race Track
Baja Mexico

REFERENCES: (Phone numbers available upon request)

Patricia Churchill	Producer/UPM
Jean Higgins	Co-Executive Producer
Beatriz Acevedo	Producer/CEO
Doug Grieff	Producer/CEO
Lauren Moews	Producer
Jack Bender	Producer/Director
Stephen Williams	Producer/Director