

# Nadia Flamenco Bolts

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## IHSD, Headstart Serramonte

April 2017-May 2017

### Teacher associate

- Collaborate with all staff members in a cooperative manner to effectuate optimal learning experience for all students.
- Co-supervise all recreational and play activities to insure the safety of all children and staff.
- Directly assist teacher with preparing healthy food and promote the child's social, emotional, physical and cognitive development including development and enhancement of classroom instructional materials.
- Monitor and maintain safety compliance pertaining to children, room management or materials to the assigned teacher and program manager.
- Work with Spanish speaking students on understanding class instructions giving in English.

## Calvary Preschool, Millbrae

November 2012 to June 2016

### Teacher

- Collaborate with all staff members in a cooperative manner to effectuate optimal learning experience for all students.
- Co-supervise all recreational and play activities to insure the safety of all children and staff.
- Directly assist teacher with preparing curriculum to promote the child's social, emotional, physical and cognitive development including development and enhancement of classroom instructional materials.
- Monitor and maintain safety compliance pertaining to children, room management or materials to the assigned teacher and program manager.
- Work with Spanish speaking students on understanding class instructions giving in English.

## Victoria's Secret, Daly City, CA

Nov. 2013 – July 2014

### Sales Associate

- Recommend, select and help locate merchandise based on customer needs and desires.
- Courteously greet customers and effectively describe merchandise and answer any questions customers may have.
- Display a positive and helpful attitude, and have been praised by customers and co-workers alike.
- Assist Spanish speaking clients while shopping by giving them information in Spanish. Answering questions Spanish speaking clients have with regard the merchandise.

## Harrison Benavente Tax Service, San Francisco, California

January 2011 to April 2014

### Tax Preparer

- Prepared and organized for filing, federal, state and local income tax returns and documents for numerous individuals and small businesses.
- Analyzed financial and other relevant documents to assess tax amounts, discounts or assessments.
- Interacted daily with and exemplified superior customer service to clients regarding taxable income and deductibles expenses.
- Utilized bilingual skills to assist large Spanish-speaking client base with tax preparation

## General Consulate of El Salvador, San Francisco, California

July 2013 to August 2013

### Intern

- Completed Temporary Protected Status documentation for Salvadoran families.
- Orally translated applications and legal documents for Spanish speakers

## National Center of Registers, El Salvador, Central America

July 2004 to February 2010

### Legal Assistant / Registry of Commerce

- Provided legal assistance and interpretation on trade laws such as commerce code, civil code and Salvadoran Constitution for business contracts with domestic and foreign investors in El Salvador
- Analyzed and submitted documents for approval or denial of a business license for national, international and transnational applicants
- Administered and renewed all business licenses for businesses owners
- Registered corporations, power of attorneys, mortgages and other commercial documents
- Organized client files electronically and in hard copy format
- Analyzed applications for startup business.

## Board of Directors of the Salvadoran Institute of Agrarian Transformation (ISTA)

May 2000 to June 2001

### Legal Secretary

- Summarized and kept minutes during board of director meetings.
- Assisted board members during presentations, prepared and distributed documents for meetings
- Notified agricultural cooperatives, farmers and government agencies as to the distribution of land

## EDUCATION

### City College of San Francisco, San Francisco, CA

Certificate in Child Development Practitioner Spring 2016

### Universidad Centroamericana "José Simeón Cañas", El Salvador

Law Degree, 2008

(I am a licensed attorney in El Salvador)

## SKILLS/ INTERESTS

- Proficient in all MS Office programs, applications and database management
- Fluent in Spanish and English; proficient in Portuguese
- Certificate music and film events manager, Event Design & Styling and Voice over
- Acting, Producer Coordinator, Producer Assistant, Casting Director, Script Supervisor, Media Projection, and Backstage Assistant
- Social Media Advertising

## **PROFESSIONAL EXPERIENCE**

### **Production: Films**

The Interview	Director Nate Duncan / Scary Cow	Production Director, Script Supervisor.
Cinco anos (short film)	Director Tom Sanchez	Casting Director, PA, AD, Script Supervisor
Good for one free Hug, (Silent Film)	Directed by Sage Drake	Producer
“La gringa”	Director Nadia Flamenco	Director, Producer, Script.

### **Production: Classe**

Team Tom Todoroff Master Class	Tom Todoroff	SF Team Producers, Social Media Advertising
Festival Latinoamericano	Director Fernando Umana	Logistic and Props

### **Films: Acting:**

Look into the fire	Director Tim Morrill Uncia films	party goer 1980
Millennial Dating	Director Christina July Kim	tinder girl
TV show The world’s Astonishing news	Duo Creative and Japanese TV	Laura’s mother
Scopet. Short film.	Produce by LEFT RIGHT TV.	pregnant lady
Good for one free Hug, (Silent Film)	Directed by Sage Drake	mother
Children, Nature and Books,	Veronica Voss-Macomber	mother
Keep Safe, (Student film)	Sarah Taborga,	Jacqui (Lead role)
Social Snafu (short film)	by Perez Bros	mother
The Art Institute of California, DFVA 123 (Student film). Marriage Text.		Maria.
TV show The world’s Astonishing news	Duo Creative and Japanese TV,	Kindergarten teacher
The Funeral for D. Bunny, (short film)	Directed by Veronica Voss	pregnant
On command 3. (short film)	Directed by Maria Fe Picar. Asian Mainstream prod.	office girl
Untill text do us part, (short film)	Directed by Veronica Voss-Macomber	phone girl
The OA, Blue Heron, Cherry Blue, American Fighter, Ballers by HBO season 3 and Steve Jobs.		Background

### **Commercials:**

Background for: Geico Commercial, VW Woodstock Commercial, Giroptic, HONDA “Siempre contigo” TV, Phoenix Editorial Service, Inc., Bonfire Labs, and Twitter Inc. Commercial, NBC & Droga5, Olympics Commercial, Google & Exos, Univision and Imperial Travel, Wi-Fi free around SF by Portal A.

### **Modeling:**

Salesforce Mascot  
Epic Immersive. (Frida Kahlo)  
Bumble and Bumble hair model.

### **Plays:Acting:**

	<b>Director:</b>
Anon(Ymous)	Directed Patricia Miller.
Willy Wonka jr. Musical.	Directed Linda Bulgo
Twelfth night	Directed by John Wilk
All the way	Directed by John Wilk
Trapp in a room with a Zombie	Directed by Keith Rajala
Company. The Musical	Directed by Lauren English Music director Michael Shahani
Legally Blonde, The musical.	Directed by Deborah Shaw, Music director Michael Shahani
Romeo and Juliet. spanish	Liceo Cristiano Revdo. Juan Bueno San Benito (El Salvador)
Played Pinocchio	Colegio Guadalupano (El Salvador)

### **Role:**

Vana, Sewing lady, refugees chorus  
Back Stage assistant  
Officer and Back stage assistant  
Backstage Projections  
Zombie OXY and PVG assistant  
Kathy  
Delta Nu, Salesperson and Stenographer  
Juliet  
Pinocchio

### **Social Media Advertising**

Arturo UI,	Directed by Patricia Miller	Facebook
Team Tom Todoroff Master Class	Tom Todoroff	Facebook
The Actor’s Conference	Rosie Cruz	Facebook, Instagram
SF Pole and dance	Amy	Facebook and instagram

### **Music:**

Church Choir. Corner Stone Lake Merced  
School Choir. Liceo Cristiano Revdo. Juan Bueno San Benito (El Salvador)  
Church Choir Iglesia del Nazareno Jardin (El Salvador)  
School Choir. Colegio Guadalupano (El Salvador)

### **EDUCATION:**

Intro to Film Studies  
Light and Media volunteer at Corner Stone Church Lake Merced  
Tom Todoroff master class SF since October 2016-present  
Martin Scorsese Teaches Filmmaking online Masterclass  
Kirk Blatz coaching class  
Kevin Spacey. Teaches Acting. online Mastecclass  
Acting for the Camara CCSF by Debora Shaw  
Story Telling CCSF by John Wilk  
Introduction to theater CCSF by David Parr  
Voiceover, Skillsuccess  
Music & Film Event Manager, Event Design & Styling, Eventtrix  
Beginning acting, CCSF by John Wilk.  
Vocal Production/ Audition class, CCSF by John Wilk  
Improvisation class Mission Cultural Center for Latino Arts by Ben Baker  
Singing class CCSF by Juddy Hubbles  
Theater intensive scholarship class by Fernando Umana

Contemporanean Dance. Humanum Tempore group  
Theater class by "Sol del Rio" (El Salvador)