

MIGUEL VICTORIO

747 Ralph McGill Blvd. NE, Unit 207, Atlanta, GA 30312 • 404.388.4259 • mfvictorio@gmail.com

SKILLS

- I.A.T.S.E Local 161 Union Member – PC
- Familiar with FileMaker Pro, Scenechronize, Adobe
- Proficient in MOS: Word, Excel, and PPT
- Proficient in using different Social Media platforms: Facebook, Twitter, Instagram
- At least 8 years of video production experience

PRODUCTION EXPERIENCE

Production Coordinator for Health & Safety (COVID)

Sony – Overland Films, Inc. – “Bad Boys 4” Fayetteville, Union City, Atlanta, & Brunswick, GA Dec. 2022 – Mar. 2023
Amazon Studios – Big Indie MEA, Inc. – “Red One” Oct. 2022 – Feb. 2023
Skydance/ Apple+ Feature - Rotunda Pictures, LLC. – “Ghosted” Dec. 2021 – May 2022
Disney/ Marvel – Kimoyo Productions II, LLC. – “Black Panther 2: Wakanda Forever” (2U & UWU) Sept. 2021 – Nov. 2021
Warner Bros. – Kiki Tree Pictures, Inc. – “Black Adam” Mar. 2021 – Aug. 2021

- Coordinated national & international cast and crew COVID-19 testing during prep, production and wrap
- Collaborated closely with OneHealth Labs with scheduling and management of film and crew and lab technicians and check-in employees
- Managed zoning systems throughout the show

Assistant Production Coordinator for Health & Safety (COVID)

Sony – Tibernia Productions, Inc. – “Spider-Man 3 – No Way Home” Fayetteville, GA Sept. 2020 – Mar. 2021

- Assisted coordinated local and distant crew COVID-19 testing during prep, production and wrap
- Logged and tracked lab test results of crew
- Assisted with shipping test kits and tracking test results of VFX Plate Unit up in NY

Assistant Production Coordinator

Disney/ National Geographic – Pacific 2.1 Ent. Group Inc. – “Genius: Aretha Franklin S3” Atlanta, GA Oct. 2019 – Aug. 2020
Starz – Starz Valley Productions, “P-Valley, S1” July 2019 – Sept. 2019

- Revised PR's, Exhibit G's, DGA Deal Memos, etc.
- Helped managed digital files (Box and Doczilla)
- Coordinated and supervised daily workflow and office operations
- Revised PR's, Exhibit G's, DGA Deal Memos, etc.
- Managed and updated digital files in DropBox (Day Files, Cast Deal Memos, etc.)
- Coordinated and managed daily workflow and office operations

Travel Secretary

Sony – Passenger Productions, “Jumanji 3: The Next Level” Atlanta, GA Dec. 2018 – May 2019

- Assisted Travel Coordinator with travel arrangements for Cast and Crew
- Managed and updated digital files in DropBox (POs, Travel Memos, Movements, and Authorizations)
- Booked flights, reserved rental cars, and hotel rooms for crew across multiple states and Canada
- Used Ariba system and Sony travel agent to book tickets and ground services for crew members

Production Secretary

Honolulu, HI, Charlotte, NC, & Atlanta, GA
Netflix – Mules Productions, “Triple Frontier” & Larkspur Productions, “Sextuplets” Mar. 2018 – Dec. 2018
Lionsgate – Spinel Productions, “The Spy Who Dumped Me” Add'l Photography Jan. 2018 – Feb. 2018
Sony – Tri-Border/ Garden Films Productions, “Silver and Black” Nov. 2017 – Dec. 2017
Legendary – Fathom, “Godzilla: King of the Monsters” Feb. 2017 – Nov. 2017
Independent – Trans-Radial Pictures Inc., “Logan Lucky” July 2016 – Nov. 2016

- Assisted APOC and POC coordinate the purchases, or rentals of equipment, expendables, services, and etc.
- Managed and updated digital files in DropBox, Scenechronize, and ProDicle for Crew and Studio distribution (Scripts, Schedules, Call Sheets, etc.)
- Logged and kept track of specialty equipment
- Opened accounts with vendors and set up production office
- Created and managed Crew List and Vendor List via FileMaker Pro
- Generated COIs
- Opened accounts with vendors and set up production office
- Managed digital files in DropBox and Scenechronize for entire company (Scripts, Call Sheets, etc.)
- Logged and kept track of crew injury reports and purchase orders
- Ordered expendables and rental equipment for various departments
- Created and managed Crew List and Vendor List via FileMaker Pro
- Provided operational and technical assistance of office equipment in the office and on set
- Worked closely with POC and APOC with injury reports, rental equipment, vendors, and purchase orders
- Created digital Welcome Packs via Adobe Illustrator and distributed to crew and cast

Office Production Assistant

Atlanta, GA
Lionsgate – Puck Prod, “Insurgent” & Amnesia Prod, “Allegiant: Part 1” Mar. 2014 - June 2016
Universal Pictures – Seashore Prod, “Hunger Games: Mocking Jay Pt. 1” & FF7 Prod, “Furious 7” Aug. 2013 - Jan. 2014

- Co-developed strategies and workflow of daily office operations, file management, and digital data entry
- Provide operational and technical assistance of office equipment in the office and on-set