

Gigi Sierra

📞 562-810-1326

✉️ gigisierra@me.com

📍 Based in Manhattan

🌐 Website: gigisierra.com

🌐 LinkedIn: [Gigi Sierra](#)

WORK EXPERIENCE

PRODUCTION COORDINATOR / PRODUCTION ASSISTANT

FREELANCE - OFFICE, ON SET, CLIENT/AGENCY P.A.

MAY 2021 - PRESENT, LOS ANGELES & NYC

- Scheduling/distribution of call sheets and materials for all cast and crew
- Issuing/organizing purchase orders and COIs
- Creation of pre-production books, creative decks, presentations, and daily booklets
- Attending to talent and client/agency needs
- Assisting with all onboarding and payroll documents
- Shopping/set up for talent riders and green rooms
- Housekeeping and maintenance on set/in office

NOTABLE PROJECTS

- Gabby's Dollhouse | Real Housewives with Dr. Wendy Osefo - David Brandvik - Cannonball Productions (**Coordinator**)
- Banana Republic | Summer Campaign 2025 - Deon Hinton - Walkup Studio (**Coordinator**)
- Harvey AI - Harrison Boyce - Group Thrpy (**Coordinator**)
- eBay Basketball Cards - Joakim Carlsson - Studio JOA (**Coordinator**)
- DUNKIN' + VMA's 2025 - Laura Murphy - gravityfilms
- Good Call News | AT&T - Patrick Yonally - Arts & Sciences
- Ralph's Club New York | Usher - Jacob Sutton - Merman Branded LLC.
- Jim Beam | Super Bowl 2025 - Vincent Peone - Art Class Content
- Botox "Be You" - Bradley Ross - Open Swim
- Ultherapy Prime | Salma Hayek - Alexi Lumbomirski - North Six
- Woman on the Verge (Short Film) - Nicole Ackermann - Merman Branded LLC.
- Dove Men+Care Father's Day 2024 - tomboy - Merman Branded LLC.
- McDonald's Sweet & Spicy Jam / Mambo Sauce - Kitao Sakurai - PRETTYBIRD
- Target Holiday 2023 - Sean Pecknold - Merman Branded LLC.
- M&M's | Ma & Ya's Super Bowl 2023 - Matt Piedmont - PRETTYBIRD
- R.E.M. Beauty | Ariana Grande - Petra Collins - North Six
- Ubrelvy | Serena Williams - Sarah Chatfield - Station Films
- Dior | Anya Taylor Joy - Tess Ayano - Merman Branded LLC.
- Lancôme | Zendaya - Masato Reisser - Merman Branded LLC.
- ABOUT YOU | Kendall Jenner - Zoey Grossman - Room Content
- MAC Cosmetics | Cher & Saweetie - Gordon Von Steiner - Merman Branded LLC.

LIVE EVENTS PRODUCTION INTERN

NORTH SIX - JANUARY - APRIL 2024, NYC

- Work through pre-production and on-site documents with producers and production managers
- Research for operational or event needs
- Preparing production kits and supplies for events
- Creating call notes for all client and vendor calls
- Invoice management and organization
- Create event credentials (post event)
- Booking travel for production team
- Scheduling couriers and messengers

SKILLS

- INTERPERSONAL/COMMUNICATION SKILLS
- HIGHLY ORGANIZED
- GREAT MULTITASKER
- MICROSOFT OFFICE & GOOGLE WORKSPACE
- EXCELLENT MEMORIZATION SKILLS
- DRIVER'S LICENSE

EDUCATION

BACHELOR OF MUSIC / MUSICAL THEATRE PERFORMANCE

Arizona State University, Tempe AZ