

# Gigi Sierra

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📍 Based in Manhattan

🌐 Website: [gigisierra.com](http://gigisierra.com)

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

### NOTABLE PROJECTS

- Harvey AI - Harrison Boyce - Group Thrpy (**Coordinator**)
- eBay Basketball Cards - Joakim Carlsson - Studio JOA (**Coordinator**)
- Jim Beam - Vincent Peone - Art Class Content
- Ultherapy Prime / Salma Hayek - Alexi Lumbomirski - North Six
- Maybelline - Josefine Cardoni - SOFTSPOT LLC.
- Woman on the Verge - 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.
- Call of Duty WWII Squad Up - Valentin Petit - PRETTYBIRD
- 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
- Preparing production kits and supplies for events
- Invoice management and organization
- Research for operational or event needs
- Creating call notes for all client and vendor calls
- Create event credentials (post event)
- Booking travel for production team
- Scheduling couriers and messengers

## SKILLS

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

## EDUCATION

### BACHELOR OF MUSIC / MUSICAL THEATRE PERFORMANCE

Arizona State University, Tempe AZ