

SCARLETTE ORTIZ

 (323) 961- 7155  alwaysscarlette@gmail.com  Los Angeles, Ca

EXPERIENCE

Producer | Love You Like That (The Altons music video) | Bravo Studios / Daptone Recording Co. | Dir. Brittany Bravo | Jul 2025

- Coordinated logistics for a full-day shoot across multiple locations with 16 crew and talent.
- Managed schedule, call sheet distribution, and Basecamp operations, including catering.
- Tracked budget to ensure smooth and cost-effective production delivery.

Producer | Immigration is Sacred (Photo series) | Bravo Studios | Dir. Brittany Bravo | Jun 2025

- Coordinated talent, crew, and scheduling for a half-day photo shoot.
- Featured in The Land Will Remember Us and La Resistencia; covered by the Los Angeles Times.
- Amplified immigrant narratives, reaching 210K+ likes on Instagram.

Producer | Decierto X CHIRLA Campaign (Photoshoot) | Bravo Studios / Decierto | Jun 2025

- Produced campaign-style photo and video shoot in collaboration with CHIRLA and Decierto.
- Managed call sheets, logistics, and workflow for a 20-person team.
- Delivered ad-ready content for Decierto's website and social media platforms.

Producer | Float (The Altons, Late Show Me Music) | CBS / Bravo Studios | Dir. Brittany Bravo | Mar 2025

- Organized production logistics for a half-day shoot in partnership with Regime Music Group.
- Created and distributed call sheet, ensuring clear communication among cast and crew.
- Tracked project budget, balancing creative needs with cost efficiency.

Producer | SPLASH (CSUN Thesis) | CSU Northridge | May 2024

- Oversaw production scheduling, budgeting, and crew organization for thesis film.
- Managed location coordination, permits, and on-set operations.
- Supervised base camp accommodations, catering, and daily workflow.

Production Designer | The Anniversary (CSUN Thesis) | CSU Northridge | May 2024

- Designed sets, props, and environments to support visual storytelling.
- Collaborated with the director and crew to stay within budget.

Production Designer | Straightjacket (Music video) | Happy Rain Kloud Productions | Dir. Devon Thompson | Apr 2024

- Sourced props and collaborated with the director to achieve a cohesive creative vision.

Producer / Production Designer / Costume Designer | Blunder (Short film) | CSU Northridge | Oct 2023

- Coordinated locations and production logistics for short film.
- Designed and sourced costumes within budget, ensuring continuity.
- Collaborated on visual design and execution of sets and props.

Wardrobe Stylist | The Roots Naturelle (Commercial) | Dir. Kyle Heard | Aug 2023

- Styled and fitted talent, collaborating with the director to achieve a polished, cohesive look.

ADDITIONAL EXPERIENCE

Production Intern | Bravo Studios | Feb – May 2025

- Coordinated shoots, distributed call sheets, and supported pre-production logistics.
- Assisted with scheduling and production documents.
- Ensured smooth day-of-shoot operations.

Management Intern | KMB Entertainment | Sep – Dec 2024

- Coordinated self-tapes, client submissions, and schedules.
- Created promotional materials to enhance client visibility.
- Drafted professional correspondence and prepared talent submissions.

EDUCATION

B.A. Film Production, Emphasis in Producing

California State University, Northridge (May 2025)

Dean's List: Fall 2022, Spring 2023, Spring 2025

SKILLS

Technical Skills: Production Management, Meeting & Event Coordination, Research, Detail-Oriented

Software: Microsoft Office, Google Suite, Breakdowns Express, Casting Networks, Cast It, Casting Frontier, IMDbPro, Canva, Movie Magic Budgeting & Scheduling, Final Draft

Photo & Video Editing: Adobe Photoshop, Lightroom, Premiere Pro

Production Skills: Coordination, Scheduling, Call Sheets, Set Design, Costume Design, Wardrobe Styling

Languages: Conversational Spanish

Social Media Platforms: Instagram, X, Snapchat, Facebook, TikTok, YouTube