

SCARLETTE ORTIZ

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

EXPERIENCE

Additional Production Assistant | Untitled (Feature Film) | Dir. Daniel Kwan / Daniel Scheinert | Aug 2026

Producer | Let's Fall in Love (Again) - Thee Sinseers (Music Video) | Bravo Studios / Regime Music Group | Dir. Brittany Bravo | May 2026

Producer | Who Said? - DJ Thriller (Music Video) | Dir. Yorick Moran | Mar 2026

Production Assistant | Parí (Short Film) | Dir. Brittany Bravo | Feb 2026

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

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

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

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

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

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

Production Designer | Straightjacket - Devon Thompson (Music video) | Happy Rain Kloud Prod. | Dir. Bianca Cruz | Apr 2024

Additional Production Assistant | Bel-Air (Tv Series) | Universal | Mar 2024

Wardrobe Stylist | The Roots Naturelle | Commercial | Dir. Kyle Heard | Feb 2023

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

ADDITIONAL EXPERIENCE

Production Intern | Bravo Studios | Feb – May 2025

- Coordinated shoots, distributed call sheets, assisted with studio scheduling, and supported production logistics. Helped with setup, cleanup, and day-of-shoot operations.

Management Intern | KMB Entertainment | Sep – Dec 2024

- Coordinated self-tapes, talent submissions, and schedules. Created promotional materials and drafted professional correspondence.

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