

Jas De Guzman

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<https://jasdeguzman.com>

PROFESSIONAL EXPERIENCE

Production Designer | Chicago, IL 2019–2025
Aided in storyboarding and conceptualized set designs during pre-production; Location scouted alongside Director, DP, and EP to assess and problem solve any possible issues; Sourced props and set decoration that stayed within budget; Worked alongside wardrobe and makeup departments for the best outcome on camera; Constructed sets and props when necessary; Quickly solved issues that happened during filming; Took note of prop continuity and reset or fixed them when needed.

Producer | Chicago, IL and Milwaukee, WI 2022–2024
Built informational decks to pitch projects to potential investors; Developed and managed budget sheets; Wrote contracts for cast and crew; Served as liaison between internal departments, clients, vendors, and locations; Wrote emails detailing production information, call sheets, health and safety protocols, and meals; Managed catering in accordance to any food allergies; Aided Director and Executive Producer with grant research and applications for post-production; Assisted in booking travel and accommodations for actors and executives.

Production Coordinator | Chicago, IL 2022
Worked closely with the Executive team to gather, distribute, and archive all necessary paperwork; Acquired filming and parking permits through the City of Chicago; Served as liaison between EPs, crew, and the Chicago Film Office; Worked alongside another Production Coordinator to create cast and crew contracts and catering orders; Created filming notices and certificates of insurance for three days of production; Aided EPs with grant research and copywriting.

Production Office Assistant | Batavia, IL 2022
Printed out, gathered, and distributed timesheets and contracts; Digitalized paperwork and receipts necessary for reimbursements; Set up and broke down lunch tables and tents; Checked inventory and accounted for all equipment at the beginning and end of each production day.

EDUCATION

DePaul University | Chicago, IL
BFA in Film and Television

SKILLS

Google Workspace
Adobe Creative Suite
Attention to Detail
Project Coordination
Product Development
Vendor Negotiation
Data Collection
Risk Assessment
Problem Solving
Volunteer Management
Time Management
Hospitality
Adaptability

RELATED EXPERIENCE

Tello Films Director of Acquisitions | Remote
May 2024 - present

Alliance Française de Chicago Marketing and Communications Intern | Chicago, IL
October 2022 - April 2023

K-Pop Event Organizer | Chicago, IL
June 2021 - Present
Notable: All Things K-Pop at Sidetrack
Co-Founder; March 2022 - present

Notable: SEVENTEEN 'Be The Sun'
Chicago Project Lead and Volunteer
Coordinator; June 2022 - August 2022

SEVENTEEN 'Right Here' Chicago Project
Lead and Volunteer Coordinator;
August 2024 - October 2024