

ANDREA PORRAS MADERO (she/her)

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EXPERIENCE

Apr 2021 - Nov 2021

Mar 2020 - Aug 2020

(Hiatus Aug '20 to Apr '21)

Writers' Showrunner's Assistant: EMERALD (Netflix) | Los Angeles, CA

- Transcribed and collated detailed notes for nightly review
- Organized digital files to optimize remote accessibility of notes and outlines - *WritersRoom Pro & Miro*
- Created virtual whiteboard for storylines and season arcs
- Translated Spanish books to English with proper slang and idiom nuances

Jan 2021 - Apr 2021

Health and Safety Officer: THE MORNING SHOW (Apple TV+) | Los Angeles, CA

- Worked on the Sony lot enforcing COVID-19 safety compliance measures.
- Coordinated cast and crew daily testing schedules

May 2020 - July 2020

Storytelling Workshop for Beginners: MUESTRA DE CINE | Coahuila, México

- Initiated a beginner storytelling virtual workshop for kids and adults through the state of Coahuila
- Held 3 four-week workshops in which each student wrote, produced, and edited a 1-minute short film

Oct 2019 - Mar 2020

Showrunner's Assistant: VIDA (Starz) | Los Angeles, CA

6 episodes - Tanya Saracho

- Proofed multiple scripts a day for errors and story inconsistencies
- Successfully organized Untitled Latinx Project launched photoshoot with 23 Latinx Women showrunners, producers, and executives.
- Managed scheduling for showrunner in a fast-paced production environment

May 2019 - Oct 2019

Showrunner's Assistant: GHOST RIDER (Marvel) | Los Angeles, CA

10 episodes - Ingrid Escajeda | Steve Lightfoot

- Coordinated personal and production schedule
- Transcribed notes during meetings with executives and creatives
- Guided staff through in-depth research for story arcs
- Translated dialogue on direct drafts

Aug 2018 - May 2019

Director's Assistant: Patricia Riggen (*The 33, Under the Same Moon*) | Los Angeles, CA

- Developed streamlined calendar for Patricia to track content currently in production
- Coordinated schedules, personal contacts, events, and calendar
- Clearly communicated and exhibited decorum when interacting with high profile individuals

May 2018 - Oct 2018

Office Production Assistant/Production Coordinator: Mexico City & Los Angeles, CA
Commercials for Sony Music/CONADE/Frye Boots

- Organized paperwork, assisted location scouts, researched crew for hiring, coordinated communicated, and managed logistics on set
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EDUCATION

Dec 2018

University of Southern California: Television and Film Production, B.F.A.

Minor: Latin American Studies

Steven and Alexandra Cohen Scholar

RECOGNITIONS

Student Academy Award

Sweet Potatoes (30 min)

Alfred P. Sloan Foundation

2019

Sundance Ignite Fellow

Out of the Shadows (5 min)

Short Documentary

2017

IMCINE Scholar

Noche Sin Luciérnagas

(13 min)

2018

NALIP Scholar

2020

GFS x Dolby Grant

2021

SKILLS

English, Spanish, French

Final Draft

Adobe Suite

Microsoft Office

MM Scheduling/Budgeting

Translations

Multi-line Phone

AVID