

FLORA VILLALOBOS

Writer's Assistant and Filmmaker

[My Website](#)

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WRITER'S ASSISTANT POSITIONS

Tom Lynch (April 2024)

Copy and story editor for a feature film in pre-production.

Adam Brooks (Oct 2023 - Dec 2023)

Story consultant for "The Life List," a comedic feature currently in production.

Aleem Hossain (Sept 2022 - Apr 2023)

Assisted writer/director in archival research and story development for "Big Trouble," an episodic historical drama.

Dean Taucher (Aug 2023 - Sept 2023)

Assisted upcoming playwright in revising "Reel Stories, Made in New York"

RELEVANT WORK EXPERIENCE

[Fulwell 73](#), LA/remote - Paid Intern, Scripted and Non-Scripted Departments

JULY 2022 - SEP 2022 (full-time)

Shadowed Executive Assistant to producers, managed calendars and emails, organized script submissions, provided script coverage, and pitched projects.

[Four Corners Media](#), NYC/remote — *Co-Producer, Lead Editor, 1st AC*

JUNE 2020 - AUG 2021 (full-time)

Producer, lead editor, and cinematographer for indie doc. production company based in Brooklyn, NY. Multiple shorts published in major news outlets.

[Oilecloth Alley](#), LA/remote - *Photographer, Social Media Manager*

OCT 2023 - PRESENT (contract)

Photographer, social media manager, and web designer for small retail business.

FILMOGRAPHY

Another Way To Die - Key Production Assistant

Short Film in Post-Production, May 2023

Carol — *Videographer, Photographer*

BTS videographer and photographer for short film in post-production, Feb 2024

The Check-In — Key Production Assistant

Streaming Series in Post-Production, 2024

Disremembered — Production Assistant

Feature Film in Post Production, Dec 2023

[End Times](#) — Writer, Director, Producer

Narrative Short Film (10 min), May 2023

All I Wanted to Hear — *1st AD, DP*

Narrative Short Film (10 min) May 2023

[Dear Best Friend](#) — Writer, Director

Narrative Short Film (5 min) May 2022

[The Blanket](#) — Writer, Director, Producer, Cinematographer

Narrative Short Film (4 min), April 2020

[The Fight for Oak Flat](#) — Co-Producer, Editor, 1st AC

Documentary Short Film (14 min) Dir. Micah Garen and Marie-Helene Carleton

Published by The Guardian, April 2021

[Native American Veterans](#) — Editor

Documentary Short Film (6 min) Dir. Micah Garen and Marie-Helene Carleton

Published by NBC LX, Nov 2021

EDUCATION

Occidental College

Bachelor of Arts, Class of 2023

Major - Media Arts and Culture

Emphasis - Film Production

Awards

Distinction in Major

Cum Laude

Trustee's Scholarship

Merit-Based 4-year Award

Dean's List

2018-2019, 2021-2023

SKILLS

Writing

Script Coverage, Research, Copy

Editing, Grant Writing

Administration

Scheduling and Email, Budgeting,

Note-Taking, Phone Liason,

Project Management, Microsoft

Word, Excel, Powerpoint

Media Production

Office Assistance, Set Assistance,

Directing, Producing, Set Design,

Videography, Photography, Audio

Recording, Social Media

Management, Web Design

Film & Photo Editing

Adobe Premiere Pro, Audition,

After Effects, InDesign,

Photoshop, Lightroom

Davinci Resolve

PROGRAMS/EQUIPMENT

Final Draft 12, Highland Pro

Adobe Creative Cloud Suite

Microsoft Office

Canon EOS R8 - Mirrorless

LANGUAGES

English, Spanish (Intermediate)