

Amy Torres

Production Assistant

Key PA with seven years of credits across episodic TV, features, and high-end commercials in the New York market. Trusted by ADs to run paperwork, manage other PAs, and handle sensitive talent transport. Working toward DGA Trainee program eligibility.

CONTACT INFORMATION

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EDUCATION

B.F.A. Film and Television, NYU
Tisch School of the Arts, 2017

OSHA 10 General Industry Safety
Certification, 2023

KEY SKILLS

- Movie Magic Budgeting and Scheduling
- Cast & Crew Start+
- Scenechronize
- Showbiz Budgeting
- Crew supervision and onboarding
- Wrap reports and production reports
- SAG background and Taft-Hartley paperwork
- NYC location and DOT permits
- Talent transport and confidentiality
- DGA Trainee program track
- Clean NY/NJ driving record

PROFESSIONAL EXPERIENCE

Key Production Assistant | Northbank Television, New York, NY 2022 – Present

- Key PA on two seasons of an Amazon limited series, supervising a rotating team of 6 to 9 set and office PAs
- Ran the walkie distro every morning for a crew of 145, tracked sign-outs and recovered 98% of units across 84 shoot days
- Owned wrap reports and end-of-day paperwork, delivered to the production office within 45 minutes of camera wrap
- Coordinated SAG background sign-in for episodes with 200+ extras at the Brooklyn Navy Yard stages
- Trained and onboarded 14 new PAs over two years, several have moved up to 2nd 2nd AD on other shows

Set Production Assistant | Greypoint Features, Long Island City, NY 2020 – 2022

- Worked two indie features and a Sundance-selected short, handled lock-ups and talent transport on overnight shoots
- Drove principal cast between Manhattan hotels and Queens locations, maintained a confidential pickup log
- Managed crew parking at four NYC locations, resolving DOT permit issues without losing any shoot hours
- Doubled as a background wrangler on three days when the 2nd 2nd called out

Office Production Assistant | Tin Bell Productions, New York, NY 2018 – 2020

- Supported UPM and production coordinator on a 10-episode Hulu series with a \$42M budget
- Processed start paperwork for 230+ crew, tracked I-9s, W-4s, and deal memos in Cast & Crew
- Coordinated crew travel for a 3-week Toronto block, including visas and per diem distribution
- Maintained the production office calendar, scheduled tone meetings and concept reviews for 6 department heads

Production Assistant | Ridgehouse Commercials, New York, NY 2017 – 2018

- Day-played on 38 commercial shoots in the first 12 months, including spots for Verizon and a national pharmacy chain
- Built a reputation for clean wrap-outs, frequently requested by the same line producers and UPMs

- Ran high-pressure talent holds on celebrity shoots, kept publicists and reps informed without breaking confidentiality