

Tsvetalina Pourciau - Production Assistant

713-894-5458 | tsvetalina@apps.pourciau.net | sites.google.com/apps.pourciau.net/tsvetalinapourciau

Education

B.F.A. in Film and Television
Minor in Business Management
Savannah College of Art and Design (SCAD)
Savannah, GA

Skills

Software

Adobe Certified Associate in Premiere Pro
CC 2019 and Photoshop CC 2019
Microsoft Technology Associate: Windows
Operating System Fundamentals
Adobe Premiere Pro CS5
Adobe Premiere Pro CC 2018
Illustrator CC 2019
Avid Pro Tools
Adobe Audition CC 2020
Movavi Video Suite

Equipment

RED Digital Cinema KOMODO 6K Camera
Blackmagic Design URSA Mini Pro 12K
Sony Alpha 7 II;
Canon 7100D
Zoom H4N Pro
TASCAM DR-40
DJI Phantom 3

Professional

Scheduling
Time Management
Video Editing
Scriptwriting
Storyboarding
Team Management
Detail Oriented
Organization

Awards

Boomtown Film Festival

Winner (2025) - Best Student Short

Covellite International Film Festival

Winner (2019) - Achievement in Filmmaking
(Youth Category)

Winner (2018) - Achievement in Filmmaking
(Youth Category)

Rockport Film Festival

Winner (2019) - Creative Narrative Award

WorldFest Houston

Winner (2020) - Bronze Remi Award - Short
Subject Film - Dramatic - Original

Winner (2018) - Platinum Remi Award -
Independent Shorts - Dramatic - Original

Winner (2018) - Bronze Remi Award - Student
Short Film

Production Experience

Once Upon a Dream (Feature) | 2025

Escape Films LLC
2nd Assistant Director
Producers: Harsh Tripathi and
Vaishali Mishra

Game Changers (TV Series) | 2025

Done and Dusted (Nickelodeon)
Production Assistant
PM: Zach Mahassine

Unexpected (TV Series) | 2025

TLC (2.0 Productions)
Field Production Assistant
Producer: Nick Predescu

Old Gray Mare (Short Film) | 2025

Courtney Glaude Studios
Production Assistant
1st AD: Lakisha Lemmons

As Love Is | 2025

Tyler Perry Studios
Property Person
Production Designer: Jamie Hawley

The Ties (Feature) | 2024

Wizard Rainbow
Set Production Assistant
1st AD: Jessica Law-Davis

Related Experience

Z5 Inventory, Houston TX

Video Documentation Specialist | 2024 - Present

- Record detailed video footage of hospital department inventory items using a GoPro camera
- Ensure all items are captured clearly, including labels, barcodes, and other relevant details
- Upload recorded videos for later review of captured footage
- Review footage and confirm the absence of errors or omissions

ON1Y Network, Houston TX

Production Coordinator | 2024 - 2025

- Managed relationships with talent, crew, and vendors to ensure smooth operations
- Contacted potential cast and confirm filming dates for developing shows
- Ensured completion of liability, appearance, location, and NDA contracts
- Coordinated schedules and deadlines while updating cast and crew members of up to date changes
- Assisted associate producers and lead producers with miscellaneous tasks

SCAD Pro X Snap-On, Savannah GA

Director/Film Team Lead/Editor | March 2023 - May 2023

- Shaped the creative vision for a three part mini docuseries
- Led the film team through all stages of production to ensure completion of the mini-docuseries
- Presented deliverables to clients for feedback and progress check ins
- Oversaw editing process to ensure quality final product
- Color Graded picture locked content in Adobe Premiere Pro