



*Nahyr Ruiz*

A multi-hyphenate filmmaker using her bicultural identity and extensive background as a storyteller to elevate Latine representation in every facet of the industry.

## CONTACT

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## EDUCATION

**Mount Saint Mary's University, Los Angeles, CA** 2019-2022

Master of Fine Arts- Producing, Screenwriting & Directing

- Honors: (GPA: 4.0)

**California State University, Los Angeles, CA** 2009

Bachelor of Arts- Theatre Arts & Dance; Choreographer

- Honors: (GPA: 3.8)

# NAHYR RUIZ

Producer/Director/Writer/Filmmaker

## WORK EXPERIENCE

**EXECUTIVE PRODUCER |**

**DIRECTOR | WRITER | ACTRESS**

2022

*Platonic Love* Short Film

- Drafted original script from treatment to shooting script.
- Created PitchDeck for film funding.
- Created Director's Look Book
- Set visual styles/tones with DP
- Created Storyboards and Shotlists via Previs Pro
- Drafted preliminary budget
- Worked closely with Producer to hire all crew.
- Held casting calls & auditions for key cast.
- Scouted and booked locations
- Supervised various departments and department heads.
- Managed all permits, legal paperwork, and contracts.
- Collaborated with Composer on development and completion of original score and theme song.
- Hired and oversaw Post-Production team.
- Provided constructive and motivating notes to post-production team.

**LINE PRODUCER/ A.D.**

2021

*Watch Over Me* Proof of Concept Short Film

- Broke Down Script
- Drafted and finalized itemized production budget
- Worked with Director and DP to draft and finalize shooting schedule
- Expedited procuring proper insurance and permits
- Hired remaining crew
- Procured Coogan account for minor cast.
- Drafted, distributed, and collected deal memos for all cast & crew.
- Oversaw and maintained Covid Compliance.
- Drafted preliminary budget for Feature Film Script Pitch.

**EXECUTIVE PRODUCER |**

**DIRECTOR | WRITER**

2020-2021

*El Encuentro* Short Film

- Drafted original script from treatment to shooting script.
- Created PitchDeck for film funding.
- Created Director's Look Book
- Created Storyboards and Shotlists via Previs Pro
- Drafted preliminary budget
- Set visual styles & tone w/ DP
- Worked closely with Producer to become SAG signatory.
- Held casting calls & auditions for key cast.
- Scouted and booked locations.
- Supervised various departments and department heads.
- Managed all permits, legal paperwork, and contracts
- Collaborated with Composer on development and completion of original score.
- Hired and oversaw Post-Production team.
- Provided constructive and motivating notes to post-production team.

## REFERENCES

Joshua Ludmir  
Producer  
(310) 801-0021

Mary Trunk  
MaandPa Films  
626-590-1803

Alexander Roiz  
Executive Producer  
323-819-0730

## SKILLS

Bilingual: English & Spanish  
(Fluent written and spoken)

Conversational French

## PRODUCER | DIRECTOR | WRITER. | ACTRESS

2020-2021

*Everything I Never Said* Short Film

- Drafted original script treatment to final shooting script.
- Created Director's Look Book
- Created Storyboards and Shotlists via Previs Pro
- Set visual styles & tone w/ DP
- Worked closely with Producer to hire all crew.
- Held casting calls and auditions for lead protagonist.
- Scouted and booked locations.
- Supervised various departments and department heads.
- Collaborated with Composer on development and completion of original score.
- Hired and oversaw Post-Production team.
- Provided constructive and motivating notes to post-production team.

## DIRECTOR

2020-2021

*Greñuda* Short Film

- Worked with writer on development of script, rewrites and final shooting script.
- Provided constructive and motivating notes to writer for polishing of script.
- Created Director's Look Book
- Created Storyboards and Shotlists via Previs Pro
- Set visual styles & tone w/ DP and Writer/Producer
- Worked with Writer/Producer on casting calls and auditions for key cast.
- Scouted locations with producer.
- Supervised Various departments and department heads including; Wardrobe, Hair & Makeup, Camera, Grip, Etc.

## FOUNDER | ARTISTIC DIRECTOR

2013-2016

JuxtaPosition Dance Theatre

- Organized and led board meetings.
- Ensured maintenance of non-profit status
- Managed record keeping of all communications, funds, expenses, budget, marketing, and new projects.
- Drafted and finalized annual budget
- Held castings for dancers, hired, and trained dancers.
- Created, organized, and coordinated fundraising for company via fundraising mixers, crowdfunding, and iheartOC giving platforms.
- Managed company's social media and website.
- Created and launched company's community outreach programs including dance education programs.
- Designed curriculum for dance education programs.
- Attended Arts OC meetings and built relationships within arts community in Orange County. (Included but not limited to annual *Dia del Niño* event in Santa Ana.
- Choreographed new works.
- Produced and directed original dance concerts and festival performances.
- Scouted locations for classes and concerts.
- Negotiated vendor and location contracts.

## MEMBERSHIP COORDINATOR

2010-2011

NALIP

- Functioned as line producer and production coordinator for key programs.
- Assistant to Executive Director