

Dalin Nelson

Assistant Director | Production Manager | Key PA

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Based in Los Angeles

Summary

Experienced Assistant Director, Unit Production Manager, and Key Production Assistant with a BFA in Cinema Arts & Sciences (Directing focus) from Columbia College Chicago. Proven ability to manage schedules, coordinate logistics, and support directors across commercials, branded content, and award-winning short films. Brings a strong understanding of set operations and storytelling, with a focus on balancing creative vision and production efficiency. Actively pursuing DGA membership through continued work in AD and UPM roles.

Set Experience

“Carpe DM” - Roku TV Series

Set Production Assistant | INE Entertainment | May 2025

- Supported production on rugged outdoor locations, hauling production wagons down mountainous terrain
- Performed off road **stunt driving** of picture vehicle
- Assisted with lockups, release forms, & coordinated across departments

Murieta Inn & Spa - TV & Social Commercial

UPM / 1st AD | Weatherlight Media | March 2025

- Scheduled a 1 day shoot involving horses, dogs, an airplane, & a 6 person ensemble cast
- Oversaw budget, call sheets, safety, location permits, talent release forms
- Wrapped on time and under budget

“2008” (2025) - Short Film (Comedy, Drama)

Executive Producer / 1st AD | Independent | 2025 | Currently in Festival Distribution

- Won Audience Choice at NFFTY 2025
- Managed 25+ crew across 9 locations & 4 days; Cast 12 actors including a Nickelodeon alum
- Oversaw budget, crew hiring, set safety, permits, marketing, festival strategy

NXP Semiconductors - Branded Promo

UPM / 1st AD | Weatherlight Media | Dec 2024

- Coordinated location logistics & shot with moving vehicles across Bay Area
- Built call sheets, managed permits, transportation maps, & safety on set

“Being Alive” (2021) - Indie Student Film (Drama)

Writer/Director/Producer | Independent Student Short | 2021 | Available Online

- Directed 60+ crew across 2 locations with SAG/AFTRA talent
- Raised \$12,000 budget, distributed online & premiered at TCL Chinese Theater

Education

Columbia College Chicago - BFA in Cinema Arts & Sciences: Directing 2021

1 of 6 accepted into BFA Directing program | GPA: 3.92

Skills

Technical: Movie Magic, StudioBinder, Adobe Creative Suite, Final Draft, Frame.io, Google Workspace, AI Automation & more

Production: Scheduling, Call Sheets, DOODs, Safety Coordination, Lockups, Talent Wrangling, Budgeting, Permit Management, Contracts & Release Agreements

Certificates: CA Seal of Biliteracy (Spanish), CPR/AED/First Aid Certified

Portfolio

