

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

A dedicated and passionate production assistant with over four years of experience assisting directors, managers, and producers with managing, scheduling, organizing, and editing on set. Seeking an exciting and steady position at your company to use production skills and create stunning and captivating pieces as a team.

Experience

Production Assistant - Sunflower Productions / Location

MONTH YEAR - Present

- Handled diverse responsibilities by using an exceptional ability to multitask and focus.
- Read and organized production emails, calendars, and schedules accordingly and kept them up-to-date and available for production team members.
- Scheduled team meetings and served as a source of communication for production teams to ensure cohesiveness and prompt execution.
- Created expense reports and handled support tasks for managers, directors, and coordinators so they could focus on their crucial tasks.
- Copied scripts, managed equipment, assisted with video and sound editing, and performed quality checks on all final products and pieces.

Freelance Production Assitant - Company / Location

MONTH YEAR – MONTH YEAR

- Managed several projects effectively and delivered results for various and complex productions, from puppy food commercials to cutting-edge documentaries.
- Worked with the [camera operator](#) and editing teams to fulfill all sound and video standards requests.
- Assisted with editing daily compilation pieces, organizing, deleting, and editing for flow, digestibility, and entertainment.
- Curated meaningful and impressive content across multiple media platforms to engage consumers and viewers.
- Suggested creative and practical script changes to improve flow and concepts when inspired on set.

Project Experience

- Directed a high school adaptation of *Shrek* and *Shrek 2* focused on existential questions and music.
- Assisted a friend with their college dissertation in documentary form, tackling the controversy surrounding grade deflation in major universities and colleges throughout the US.

Education

Bachelor’s Degree in Communications - New York University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Film production
- Interpersonal skills
- Motion graphics
- Digital graphics
- Project management

Licenses & Accreditations

Licenses & Accreditations

- Production Assistant Certification from the Producers Guild of America
- Adobe Certified Associate (ACA)