

NAME

TITLE

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

Profile

Seasoned and skilled production assistant with multiple PA certifications and experience with various production types, from intense on-location shoots to standard commercial productions. Eager to join a dedicated production team focusing on documentaries and reputable projects.

Experience

Production Assitant - New Age Studios / Location

MONTH YEAR - Present

- Earned consistent and substantial praise from clients and management for anticipating the needs of senior executives, ensuring the successful execution of all projects, and prioritizing crucial, time-sensitive tasks.
- Main contact for producers, directors, project managers, set designers, stylists, and the main [actor](#) to find props, obscure items, talent, and vendors for all shoots.
- Managed a social media presence with high engagement on various platforms.
- Managed a high-quality network of YouTube, Instagram, Twitter, and Facebook followers, ensuring the studio's reputation is positive and prominent.
- Scheduled all production staff, including stylists, actors, vendors, and more people, to create an efficient flow in production and use every minute of time.

Production Assistant - Deaf Tone Production Company / Location

MONTH YEAR – MONTH YEAR

- Organized a documentary using the director's notes for a shoot in Yosemite National Park.
- Helped reduce the shooting schedule for the production by one week and saved approximately \$10,000 of the budget for the studio to pursue other projects.
- Had a positive attitude throughout a challenging and taxing shoot with no electricity and running water, helping actors and other staff stay focused and comfortable.
- Learned how to shoot out in the field, becoming an assistant for technical lighting, set design, editing, and visual composition.
- Prepped for optimum sound and visual quality, organizing running mixers, mics, and lighting according to the conditions to reduce post-editing and streamline product completion.

Project Experience

- Produced and managed a college production of *The Tempest*, which received high praise and made the school over \$10,000 in revenue.
- Wrote, directed, and produced a documentary on the importance of reducing plastic waste in the ocean.

Education

Bachelor's in Production - The Los Angeles Film School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Production management
- Sound production and design
- Pre and post-production
- Excellent support skills
- Technical lighting skills

Licenses & Accreditations

Licenses & Accreditations

- Certified Production Assistant from SAG-AFTRA
- Certified Production Manager/Assistant Program from New York University
- Certified Production Assistant from the Directors Guild of America