

NAME

TITLE

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

Profile

An experienced production assistant with a passion for filmmaking that entertains and excites viewers. Seeking a prominent and reputable production studio that focuses on fun films that can appeal to a wide audience to use my production knowledge and creativity to make iconic movies that will stand the test of time.

Experience

Production Assistant – Netflix / Location

MONTH YEAR - Present

- Delivered pre-production and post-production support for a multi-million-dollar Netflix film called *Set It Up*.
- Scouted film locations, coordinated with production teams, actors, and directors, and maintained crew and vendor information, scheduling, and purchases.
- Coordinated daily workflows for pre-production, filming, principal photography, editing, lighting, and post-production phases.
- Facilitated high-priority meetings with VFX teams to ensure cohesiveness and conceptual consistency according to plot and aesthetic directions.
- Ensured compliance with confidentiality agreements, protocols to prevent on-set leaks, and data integrity for intellectual properties to maintain privacy.

Production Assistant - Marvel Studios / Location

MONTH YEAR – MONTH YEAR

- Supported production teams and creative executives on major film projects.
- Assisted directors, editors, and producers during the pre-production, principal photography, and post-production phases of the films *Captain Marvel* and *Ant-Man*.
- Coordinated meetings and presentations with script writers, actors, editors, stylists, managers, producers, and creative executives.
- Performed comic book research on characters, plots, visuals, and universe specifics during pre-production to ensure consistency.
- Managed and created the entire production schedule for shoots, shifts, and completion timelines and increased efficiency to finish projects ahead of schedule.

Project Experience

- Wrote and produced a short horror film in college that went on to appear in small festivals in the Midwest and received an honorable mention.
- Created a discord server for writers, editors, and producers to connect over potential projects and network to develop ideas and start new films.

Education

Bachelor's of Cinematography - Boston University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Equipment management
- Inventory management
- Post-production
- Production scheduling
- Audio equipment

Licenses & Accreditations

Licenses & Accreditations

- Graduate Certificate of Completion in Film Editing
- Production Assistant Certification from the Producers Guild of America