

NAME

TITLE

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

Profile

A passionate and skilled production assistant with experience producing commercials, films, and shows. Seeking clients that can use a diverse set of production skills to create high-quality and interesting projects.

Experience

Freelance Production Assistant - ZZZ Production Studios / Location

MONTH YEAR - Present

- Aided and supported the executive producer and crew on a series of commercials for a medical company specializing in elective surgeries.
- Performed crucial errands, monitored purchases, maintained craft services, set up equipment, and more.
- Assisted with set photography, organizing files, and determining location logistics for the commercial series.
- Processed purchase orders, expense reports, per diem requests, payroll, and petty cash for the production team.
- Managed the production schedule for actors, editors, stylists, the sound team, and [cinematographers](#).

Freelance Production Assistant - Free Illusion Entertainment / Location

MONTH YEAR – MONTH YEAR

- Assisted the documentary crew with producing a limited documentary series focusing on the stray dog crisis in foreign countries.
- Communicated with various foreign contacts to schedule interviews and communicate filming instructions.
- Edited together audio and video files to create a compelling and captivating B roll.
- Worked closely with an award-winning [filmmaker](#) to create an impactful narrative.
- Performed thorough research concerning the topic to find reliable sources and engaging facts to make the documentary more substantial and reputable.

Project Experience

- Produced a commercial for my college that helped increase enrollment and applications by 15% over two years.
- Worked with a local animal shelter to create a compelling and emotional commercial to increase adoptions.

Education

Bachelor's in Production - Kansas University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Commercial production
- Client relations
- Digital editing
- Film production
- Interpersonal skills

Licenses & Accreditations

Licenses & Accreditations

- Certified Production Assistant from the Writers Guild of America West
- Production Assistant Certification from the Producers Guild of America