

NAME

TITLE

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

Profile

A dedicated and determined office production assistant with over five years of experience aiding and supporting production assistants in producing commercials, films, shows, and more. Seeking a reputable studio to work alongside a professional production coordinator.

Experience

Office Production Assistant - Amoeba Productions / Location

MONTH YEAR - Present

- Printed out schedules for the production crew for each film day to ensure everyone was on-time for their roles in the production and the project could be completed promptly and on schedule.
- Offered lunch choices, took lunch orders, picked up, and delivered lunch for the entire production staff to keep production moving and ensure everyone was happy.
- Placed purchase order forms for daily purchases and entered them into spreadsheets to keep the production on budget.
- Kept all the office clean, organized, and easily accessible.
- Shopped for office supplies, crafty, and expendables for the production team.

Enter Job Position Here - Company / Location

MONTH YEAR – MONTH YEAR

- Managed paperwork for music video shoots, handling timesheets, call sheets, styling services, editing teams, and talent services.
- Maintained confidential records and releases for show guests, ensuring VIP privacy and treatment for big stars on set.
- Processed purchase orders and vendor payments using the company credit card and reconciled all expenses at the end of each week.
- Organized and stocked hospitality requests for craft services, stylists, and directors.
- Managed payroll submissions for the project coordinator to ensure all hours were accounted for and payments were processed properly.

Project Experience

- Acted as an office production assistant for a college theater program, ensuring the directors and producers had everything they needed for project completion.

Education

Bachelor's in Communications - University of Kentucky

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Interpersonal skills
- Motion graphics
- Communication
- Project management
- Quality control

Licenses & Accreditations

Licenses & Accreditations

- Certified Production Assistant from the Academy of Television Arts & Sciences