

# Neil Williams

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## Professional Summary

Technically accomplished Production Assistant who has a strong understanding of all of the software editing platforms. Adept at setting up production schedules, arranging resources to complete projects on time and posting test segments to Intranet servers for management review. Specializes in animation and commercials.

## Core Qualifications

- Proficient in all major software editing platforms
- Strong computer hardware maintenance abilities
- Able to meet every deadline
- Experience in creating materials that went to air
- Strong Internet posting skills
- Extremely adept at being a team player
- Dedicated to completing a project and willing to work long hours if necessary

## Experience

- December 2010 to July 2014 Patton Associates-New Parkland, CA Production Assistant
- Responsible for meeting a small portion of each production schedule to be part of the final edit.
- Assisted in creating an efficient production schedule that met television deadlines.
- Assisted in creating groups of production assistants who were designated to perform certain editing tasks.
- January 2004 to December 2010 On Screen Viewer-New Parkland, CA Production Assistant
- Assisted in completing each production schedule to meet on-air needs.
- Often asked to do final edit of small segments that would be posted to the Internet.
- Responsible for maintaining a portion of each production schedule and acting as a small team supervisor.
- June 1998 to January 2004 Airtime-New Parkland, CA Production Assistant
- Assisted in meeting tight deadlines for segments of the production schedules.
- Assisted in creating effective production teams that would create Internet segments for promotional purposes.

## Education

- 1998 Alton Technical College, New Parkland, CA Associate's Degree, Digital Editing