

TV Production Assistant Sally Spielberg

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Professional Summary

Experienced TV Production Assistant with a degree in media studies and a strong background in news programming locally, regionally for a cable company, and most recently for a national news network. With the technical skills and understanding of the industry, brings the potential to become an associate producer.

Core Qualifications

- Enthusiasm
- Perseverance
- Adaptability
- Non-linear editing experience
- Administrative and organizational skills
- Excellent communication and listening skills
- Consistent high performance

Experience

September 2012 to July 2014 NBC Evening News, New York NY TV Production Assistant

- Prepared for every day to be different from the last and approached each day with flexibility.
- Organized travel and accommodations for anchors, crew and production executives.
- Distributed schedules and edited, copied and distributed scripts.
- Set up prerecorded material.
- Delivered communications between news director and production executives.

July 2010 to August 2012 Cable World Cable Company, San Francisco CA News Department TV Production Assistant

- Efficiently worked the assignment desk with attention to detail and articulate communication.
- Assisted production executives as required, including running errands.
- Attended and contributed ideas in brainstorming sessions.

July 2009 to June 2010 WXYZ-TV Morning News, New Parkland CA TV Production Assistant Intern

- Ran teleprompter.
- Distributed rundowns to the control room.
- Delivered scripts for the anchors.
- When required, accompanied reporters on a breaking news story.

- Labeled tapes.
- Answered phones.

Education

2010 University of California, Berkeley CA Bachelor of Arts, Media Studies

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