

AMY SMITH

123 Main Street • Atlanta, Georgia • 30339
Home: (555) 555-1234, Cell: (555) 555-1235
Email – abc@gmail.com



Objective: Seek the Position of Film Production Assistant

SUMMARY: Profoundly gifted, energetic and resourceful Film Production Assistant with over six years experience in assisting directors or producers in all stages of production process (from pre-production through to post-production and transmission), helping to ensure production runs smoothly.

Summary of Qualifications

- Exceptionally dependable.
- Proven ability to be punctual.
- Strong ability to follow directions precisely and willingness to work long hours.
- Strong enthusiasm, cheerfulness with deep professional attitude.
- In-depth knowledge of the city.
- Thorough knowledge of the technical side of theater (lighting, makeup, set construction, etc.).
- Great ability to make quick decisions.
- Profound ability to work under pressure and to be responsible for anything done, including mistakes.
- Excellent computer, art, photography, sewing, carpentry and metalworking skills.
- Excellent driving record.

Professional Experience

John Dale Film Production Studio, Minneapolis, MN
2000 - Present

Film Production Assistant

- Work closely with the producer, director and production team.
- Liaise with writers, artists' agents, members of the public, and publicity staff; co-coordinating and communicating production

resources and facility arrangements in tandem with the production managers.

- Attend and time production rehearsals.
- Attend and co-ordinate planning meetings.
- Check copyright and permission issues.
- Ensure royalties are paid for additional images, music or footage used.
- Deal with artists' payments and expenses.
- Produce budgets, monitor costs and control expenses.
- Cue pre-recorded material.
- Oversee the timing during a shoot or show.
- Ensure continuity, both on location and in the studio.
- Deal with production enquiries from members of the public.
- Keep accurate shot lists, especially for drama productions.
- Type up camera scripts and shot cards.
- Produce timing schedules, shot lists and logs for post-production.
- Call shots.
- Liaise with the camera and sound crew during studio recordings.
- Book artists and performers.
- Organize the production and distribution of scripts.
- Book catering, accommodation, equipment and flights for performers and crew.
- Manage contracts with external organizations.
- Conduct research; complete all necessary paperwork in relation to the above tasks.

Education

Associate Degree in Film Production

University of New York (2000)