**Production Assistant Resume Sample 1**

**James Lawrence**
469 Broccoli Street, Concord, New Hampshire, 32456
*jlawrence@email.com*
475-555-4712

**A. Summary**

Experienced film production assistant with 5 years of experience in documentary programs for local and regional cable companies. Strong technical skills and a solid understanding of the production process from pre-production to editing. Flexible, hardworking, and skilled in following detailed instructions. Looking to expand my experience into fictional film programming.

**B. Working Experience**

**June/2015 – April/2018 – Oakland Grass Fields Documentary, Concord, New Hampshire**

**Responsibilities:**

* Organized travel and hotel accommodations for the entire crew
* Typed, edited, and distributed all of the scripts from director's hand-written notes
* Ensured prompt delivery of any communication between the director and the production executives
* Ensured we had prerecorded material ready on time
* Contributed to brainstorming sessions along with the rest of the production staff

**Achievements:**

* Part of the film crew that won regional awards for best cable documentary
* Supervised a crew of three other production assistants, including the hiring and coordination of their schedules
* Served as a liaison for the local news channels covering the shooting of the documentary.

**May/2013 – June/2015 – Historic Sites in Concord Documentary, Concord, New Hampshire**

**Responsibilities:**

* Edited all raw materials
* Coordinated the research teams to gather the educational material needed before filming
* Researched and obtained the right props needed for each scene
* Confirmed all shipments, tracking, and purchase orders.

**Achievements:**

* Converted material into book, PDF, and CD versions for sale
* Developed and oversaw a community outreach program for the schools as part of the marketing approach for the team
* Mentored a crew of 6 college students completing their internships

**C. Education and Academic Training**

Bachelor of Arts in Communication and Media Studies, New Hampshire University, Concord, New Hampshire, 2014

**D. Job Related Skills**

* Skilled in stage lighting
* Proficient in audio mixing
* Skilled in the use of boom microphones
* Know how to use Final Cut Pro X
* Skilled in both linear and non-linear editing

**E. General Skills**

* Adaptability
* Capable of working with a variety of team members
* Organized
* Enthusiastic
* Creative