**Production Assistant Resume Sample 2**

**Lacey Hondo**
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**A. Summary**

Hardworking television production assistant with 10 years of experience in newsrooms. Extensive track record of handling sounding and lighting equipment. Have been involved in multiple levels of editing, including pre-production and sorting through raw footage for news segments. Computer literacy extends beyond basics to encompass digital photo and video editing abilities. Searching for a new position that will allow me to expand my experience level and meet even greater levels of responsibility. Interested in becoming part of a team that is dedicated to creating an innovative news production.

**B. Working Experience**

**December/2015 – April/2018 – Channel 12 News, Cheyenne, Wyoming**

**Responsibilities:**

* Edit and distribute the scripts to news anchors and associated crew
* Responsible for coordinating the schedules of the guests for the interview segments
* Delivered all communication between news anchors, news directors, and producers
* Handled all travel accommodations for our guests

**Achievements:**

* Supervised the sound and lighting crew
* Won state award for best editing in a news program in 2014, 2016, and 2017
* Volunteered as a 24-hour production assistant for a local hospital telethon for a fundraiser
* Collaborated with producers to create a training manual for new production assistants.

**May/2010 – December/2015 – News at Five, Casper, Wyoming**

**Responsibilities:**

* Completed errands and kept all confidential information for the cast, crew, and guests
* Handled issues pertaining to wardrobe fittings and special dietary needs
* Managed company's social networking sites: Twitter, Facebook, and YouTube

**Achievements:**

* Earned "Best Production Assistant" award from the news station
* Obtained supervisory position in which I was responsible for hiring and training new production assistants
* Oversaw production needs of the "What's Happening Downtown" segment, which won multiple local and regional awards

**C. Education and Academic Training**

Bachelor of Arts in Theater, Wyoming Arts University, Cheyenne, Wyoming, 2008

**D. Job Related Skills**

* Experience with social media accounts
* Proficient in administrative tasks within a busy newsroom
* Can research, collect, and interpret the data required to put together a segment
* Capable with Final Cut Pro X, Avid, and Premiere Pro

**E. General Skills**

* Skilled in Photoshop and other photo editing software
* Highly computer literate
* Organized and creative with a strong interest in the television industry
* Punctual and dependable
* Excellent driving record