

Olivia Wright

Television Production Assistant

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Organized television production assistant with live broadcast experience

Eight years of experience supporting television production teams. Skilled in managing schedules, coordinating talent, and handling live broadcasts.

Key Skills

- Broadcast coordination
- Crew scheduling
- Live production support
- Script supervision
- Talent coordination

Professional Experience

Television Production Assistant, National Broadcast Network, Atlanta, GA

February 2018 – Present

- Coordinated crew schedules for daily live broadcasts, ensuring timely execution and reducing delays by 25%
- Assisted directors with script supervision and cue management during live programs
- Supported on-air talent by preparing sets and arranging teleprompters

Production Runner, Peach State Broadcasting, Atlanta, GA

June 2016 – February 2018

- Delivered production materials to crew members, maintaining efficiency under tight deadlines
- Supported the setup and teardown of sets for pre-recorded programs
- Maintained inventory of broadcast equipment and arranged repairs when needed

Education

University of Georgia, Athens, GA

Bachelor of Arts in Communication Studies

Present