

Olivia Wright

Television Production Assistant

(123) 456-7890 • City, ST • email@example.com • LinkedIn | Portfolio

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

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