



EMILY CHEN

Freelance Production Assistant

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Budget management
- Client communication
- Equipment handling
- Location scouting
- Set preparation

ABOUT ME

Freelance production assistant with multi-industry experience

Adaptable professional with six years of experience providing freelance production support for films, commercials, and events. Skilled in managing diverse client needs and delivering high-quality results.

PROFESSIONAL EXPERIENCE

Freelance Production Assistant

Los Angeles, CA | June 2017 - Present

- Coordinated pre-production activities for over 20 short films and commercials annually
- Managed equipment rentals and ensured proper setup on location, reducing downtime by 15%
- Collaborated with clients to align production processes with creative vision

Production Assistant

Light Frame Productions, Los Angeles, CA | March 2015 - June 2017

- Supported crews on large commercial shoots by handling equipment logistics and on-set troubleshooting
- Assisted directors with script supervision, ensuring scene continuity and alignment with storyboards
- Tracked production expenses and provided reports to accounting teams

EDUCATION

Bachelor of Arts in Communications

California State University, Fullerton, Fullerton, CA | Present