

DB

Daniel Brown

Junior Production Coordinator

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Budget tracking
- Crew scheduling
- Production planning
- Report generation
- Team coordination
- Vendor relations

EDUCATION

- Bachelor of Arts in Media Studies**
University of California, San Diego

ABOUT ME

Ambitious and organized junior production coordinator with four years of experience. Skilled in maintaining schedules, tracking budgets, and streamlining operations.

PROFESSIONAL EXPERIENCE

JUNIOR PRODUCTION COORDINATOR | NEXTGEN STUDIOS, SAN DIEGO, CA

MAY 2021 - PRESENT

- Developed detailed production schedules, reducing project delays by 10%
- Tracked and reported production expenses, ensuring alignment with budget goals
- Coordinated between vendors and team leads to streamline pre-production

PRODUCTION ASSISTANT INTERN | PACIFIC MOTION PICTURES, SAN DIEGO, CA

MAY 2020 - MAY 2021

- Supported senior coordinators with schedule creation and task assignment
- Organized production meetings and prepared detailed minutes for team use
- Assisted with permit applications and location scouting