

AP

Ava Parker

Commercial Production Assistant

Commercial production assistant skilled in project coordination and client relations

Seven years of experience supporting commercial production teams by managing schedules, handling logistics, and coordinating with clients.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Budget tracking
- Client communication
- Logistics planning
- On-set coordination
- Script supervision

Professional Experience

COMMERCIAL PRODUCTION ASSISTANT | ADVISION STUDIOS, DALLAS, TX
APRIL 2018 - PRESENT

- Coordinated logistics for over 100 commercial shoots, reducing scheduling conflicts by 25%
- Maintained communication with clients throughout production to ensure alignment with creative vision
- Supported directors with script breakdowns and shot lists, improving pre-production efficiency

PRODUCTION INTERN | CREATIVE AD AGENCY, AUSTIN, TX
JUNE 2017 - APRIL 2018

- Organized props and wardrobe for commercial shoots, ensuring timely readiness on set
- Assisted directors with script revisions and scene continuity
- Managed daily call sheets and production schedules

Education

- Bachelor of Arts in Advertising
University of Texas at Austin