



Mia Collins

Set Production Assistant

Set production assistant with expertise in logistics and crew support

Seven years of experience managing set operations for films and commercials. Skilled in coordinating crew activities and ensuring on-set safety.

CONTACT

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

KEY SKILLS

- Crew coordination
- Equipment setup
- Location preparation
- On-set safety protocols
- Schedule management

EDUCATION

Bachelor of Arts in Film Studies
New York University, New York, NY

PROFESSIONAL EXPERIENCE

Set Production Assistant | July 2017 - Present

Big Scene Studios, New York, NY

- Coordinated daily schedules for a 20-person crew, adhering to shooting timelines
- Oversaw location setup, ensuring all equipment and props were organized and accessible
- Managed on-set safety protocols, reducing incidents by 30%

Production Runner | August 2015 - July 2017

Film Makers Inc., New York, NY

- Delivered scripts, props, and equipment to various locations, maintaining efficiency during high-pressure shoots
- Supported directors and crew members during long filming days, addressing on-set needs promptly
- Assisted with post-shoot cleanup, ensuring locations were restored to original condition