



ALEX GREEN

Entry-Level Production Assistant

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

PROFILE

Aspiring production assistant with a strong foundation in film and media. Recent graduate with a bachelor's in media production and hands-on experience from internships and student films. Skilled in handling equipment, coordinating schedules, and managing sets.

KEY SKILLS

- Equipment setup
- Lighting assistance
- Script supervision
- Time management
- Workflow organization

PROFESSIONAL EXPERIENCE

Production Assistant Intern

Creative Spark Studios, New York, NY | May 2022 - August 2022

- Prepared cameras, lighting, and sound equipment for daily shoots
- Organized script materials and assisted with continuity on set
- Supported the post-production team by managing raw footage logs

Volunteer Production Assistant

University Film Society, Syracuse, NY | August 2021 - May 2022

- Coordinated shoot schedules for student films, ensuring timely completion
- Assisted directors with props, wardrobe, and on-set organization
- Maintained equipment inventory, reducing losses by 10%

EDUCATION

Bachelor of Arts in Media Production

Syracuse University, Syracuse, NY | May 2015