

BA

# Brian Adams

## Post Production Assistant

Post production assistant ensuring polished deliverables

Seven years of experience in post-production workflows, including editing support, file management, and quality control.

## CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

## KEY SKILLS

- Editing software (Adobe Premiere, Final Cut Pro)
- File management
- Quality control
- Sound synchronization
- Video rendering

## EDUCATION

- Bachelor of Fine Arts in Film Editing

California Institute of the Arts,  
Valencia, CA

## PROFESSIONAL EXPERIENCE

**Post Production Assistant** | Visionary Films, Los Angeles, CA  
March 2018 - Present

- Supported editors by organizing raw footage and preparing project timelines, reducing turnaround times by 20%
- Conducted quality checks on video outputs, finding and correcting errors before client delivery
- Helped synchronize sound and render visual effects for over 50 projects

**Production Assistant** | Creative Storytelling Studio, Los Angeles, CA  
May 2016 - March 2018

- Logged and labeled footage, creating searchable archives for future projects
- Coordinated between editing and production teams to meet tight deadlines
- Helped maintain post-production equipment, reducing downtime by 15%