



Atlanta, GA 12345



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KEY SKILLS

- Walkie etiquette and lockups
- Call sheet and sides distribution
- Background wrangling
- Petty cash and receipt tracking
- Google Sheets, StudioBinder
- Van driving (clean 26-ft box, no commercial license required)
- Set safety protocols
- Overnight and weather shoots

Angela Adams

Filmmaker

Eleven months of episodic and commercial set production assistant experience across the Southeast. Comfortable on the walkie, on lockups, and running paperwork between departments. Looking to move up to a key production assistant role on a scripted show.

PROFESSIONAL EXPERIENCE

SET PRODUCTION ASSISTANT

PEACHTREE REEL COMPANY, ATLANTA, GA | 2024 – PRESENT

- Ran lockups on a 30-day episodic shoot averaging 6 to 8 lockup points per day in downtown and residential locations.
- Distributed call sheets, sides, and revised pages to a crew of about 90 each morning.
- Kept background talent (typically 15 to 40 per day) organized in holding, fed, and staged for their setups.
- Trusted by the second assistant director to handle van runs for talent between base camp and set.

OFFICE PA (FREELANCE)

INDEPENDENT COMMERCIAL SHOOTS, ATLANTA, GA | 2023 – 2024

- Supported production coordinators on four national commercial jobs (auto, quick-service restaurant, telecom).
- Handled petty cash reconciliation, receipt logging, and daily runs to lumber, expendables, and craft.
- Onboarded to the office in three days on a fast-turn spot and stayed on through wrap.

EDUCATION

BA, Film & Media Studies, Georgia State University, 2023

Georgia Film Academy, set production training program, 2023