

Film Production Assistant

Success driven film studies graduate with skills and experience in creative and academic writing, conducting research, script writing and development, video editing with Avid, Final Cut Pro, and Adobe Premier, and a deep passion for film and television. Brings enthusiasm, punctuality and work ethic into workplace with an interest in independent film production, non-linear editing, and screenwriting. Effectively utilizes time management skills to efficiently and cleanly complete work on time. Working knowledge and experience in shooting television quality cameras, directing student and short films, working as a production assistant on larger set feature films, and non-linear editing with Avid, Adobe Premier, and Final Cut.

CORE SKILLS AND KNOWLEDGE

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|-------------------|---------------------|------------------------|-------------------|
| ➤ Prod. Assistant | ➤ Avid | ➤ Office P.A. for Film | ➤ Collaboration |
| ➤ Screenwriting | ➤ Final Cut Pro | ➤ Camera Operation | ➤ Adobe Premier |
| ➤ Microsoft Excel | ➤ Communication | ➤ Research Skills | ➤ Set Production |
| ➤ Microsoft Word | ➤ Technical Writing | ➤ Timeliness | ➤ Audio and Sound |

EDUCATION

Oklahoma Film and Television Academy(OFTA)

Slate 8 Graduate
February 2021

OKLAHOMA STATE UNIVERSITY

Bachelor of Arts
English - Film Studies
May 2018

OKLAHOMA CITY COMMUNITY COLLEGE

Associate of Arts
Film and Video Production
May 2014

PROFESSIONAL EXPERIENCE

The Union, Restaurant and Cocktail Bar *Bartender and Server*

November 15 2020 Present

- Crafted unique cocktails and served modern American cuisine in a fast paced, high volume restaurant environment
- Collaborated with bar manager on seasonal drink menus
- Opened, closed, and managed 2 fully operational bars
- Met with beer distributors to discuss products in order to educate customers

- Served a wide array of drinks and food menu items to customers

Fait Maison, Fining Dining Restaurant

August 27 2020 – Nov 12 2020

Assistant Bartender

- Created craft cocktails from an authentic French menu under the supervision of a 3 star michelin chef
- Helped curate and choose wines for guests under a level 1 sommelier
- Maintained and enhanced order and appearance of bar
- Served drinks to guests
- Maintained and catalogued a list of over 100 wines

A.R.I. Film, Weern Productions

March 28 2019 – April 16 2019

Production Assistant Intern

- Assisted in all facets of production with 4 other P.A.'s to ensure a steady and successful production
- Transported talent and crew to shooting locations to ensure a timely production start
- Oversaw background actors and coordinated with 2nd Assistant Director and Wardrobe department to ensure their preparedness for their scene
- Oversaw set during shooting to maintain quietness of crew and onlookers during each scene
- Provided crew and talent with food and refreshments to improve set morale
- Assisted Camera and Grip departments with any relevant duties such as laying down track for the dolly and setting up light screens

Domino's Pizza

June 2018 - Present

Delivery Driver

- Delivered pizza in Stillwater to meet sales and delivery time quotas
- Communicated with customers to ensure service reached quality standards
- Maintained quality of food through designated food prep
- Maintained cleanliness of store and bathrooms to meet health guidelines
- Worked closely with team members to ensure maintenance of store quality

Oklahoma Film + Music Office

Fall Semester 2016

Office Intern

- Formatted data sheets, crew call sheets, and schedules with Microsoft Excel to assist office director with organizing film and crew information and archiving data
- Wrote detailed reports of state film tax incentives on Microsoft Word to assist film office director with research on optimizing Oklahoma's film tax incentive program
- Scheduled Film and Music events on Oklahoma Film + Music Office Website to encourage attendance of programs and events and improve Oklahoma's film and music communities
- Assisted on set of The Mustang and The Lady (2016) with wardrobe and grip department during set visit with office director
- Scouted locations for films with lead location scout to observe and photograph potential film locations for Oklahoma film and music database

- Promoted Oklahoma Film + Music Office at Tulsa American Film Festival to increase visibility promote networking opportunities between film producers and the Oklahoma Film + Music Office

Gatsby Speakeasy

May 2015-Aug. 2015

Bartender

- Made and served drinks and appetizers to keep customers happy and maintain sales quota
- Communicated with customers to increase rate of returning customers and boost brand of bar
- Communicated and worked together with team members to serve customers in a timely and organized manner
- Maintained cleanliness of bar top, tabletops, floors, and bathrooms throughout each shift
- Opened and closed the bar in an organized, timely manner

Frontier Mosaic Undergraduate Literary Magazine

Aug. 2014-May 2015

Treasurer and Associate Editor for Fiction and Poetry

- Managed all aspects of budgeting and reimbursement of finances to ensure the magazine met its financial quota
- Curated the fiction stories and poetry selections with other associate editors to create the best possible magazine for undergraduate readers
- Assisted with the launch of the inaugural issue by creating rules and regulations for submissions
- Marketed the magazine by designing and dispersing flyers and assisting with the management of the magazine's social media account
- Assisted with the design and formatting of the magazine to create an appealing magazine for all readers
- Planned and organized launch party to promote magazine with fellow associate editors

Daily O'Collegian Video Department

Fall Semester 2014

Videographer

- Produced video content in an around the Oklahoma State University campus for the O'Colly Website
- Edited videos with Final Cut Pro to quickly meet deadlines
- Assisted in the production of other filmmakers videos with writing and cinematography
- Conducted and filmed interviews with various professionals on OSU campus
- Recorded and edited sound for other filmmaker's videos

Papa John's Pizza

May 2013-Aug. 2014

Delivery Driver

- Delivered pizza throughout Edmond and North Oklahoma City to meet sales and delivery time quotas
- Communicated with customers to ensure service reached quality standards
- Maintained quality of food through designated food prep
- Maintained cleanliness of store and bathrooms to meet health guidelines
- Worked closely with team members to ensure maintenance of store quality

Kohl's Department Store

Aug. 2012-May 2013

Associate, Cashier, Merchandiser

- Stocked and maintained neatness of men's, women's and shoe departments to meet store standards
- Communicated with customers throughout the store to help with relevant needs as well as maintain a friendly atmosphere
- Programmed e-signs and merchandised items around the store during day shifts and overnight shifts

The Jogger Film, Tee Rob Pictures

Fall Semester, 2012

Intern, Production Assistant, Office Assistant

- Assisted the Unit Production Manager during pre-production and production with maintaining order and function of production
- Produced and distributed shooting scripts for cast and crew
- Performed production assistant tasks to maintain order and workflow on set
- Ensured that set was properly secure during set for 2nd assistant director
- Secured wires and chords for electric crew
- Assisted grip crew with organizing hardware and rigs on set
- Secured data for production accountant in office
- Secured footage for Editor in office

Cinema Centre 8

Aug. 2009-Jan. 2012

Concession Stand Associate and Cashier

- Prepped and served food for theatre guests
- Communicated with customers to ensure quality service
- Maintained cleanliness of lobby, theaters, and bathrooms
- Set up Marquee and poster displays to meet theatre protocol

PROFESSIONAL REFERENCES

Nancy Arrington
 1310 E. Bradley
 Shawnee, OK 74804
 405-275-2408
 Library Assistant
 14 years known

Ann Lahue
 1829 N Oklahoma
 Shawnee, OK 74804
 405-273-8122
 Retired Shawnee H.S. Media Assistant
 20 years known

Tava Sofsky
 Tava.sofsky@TravelOK.com
 Oklahoma City, Oklahoma 73008
 405-522-9636

Oklahoma Film + Music Office Director
1 year known