

# Luke Mason

## Production Assistant

Las Vegas, NV | 316-516-2661 | [luke.mason01@gmail.com](mailto:luke.mason01@gmail.com)

Self-driven, intuitive, and diligent production assistant with demonstrated experience in the video production and education industries, a thorough knowledge of set walkie terms, and an ongoing knowledge of the latest industry standards and techniques. I have a thorough understanding all required paperwork and duties for roles ranging from Background PA to 1<sup>st</sup> Team PA.

### **PROFESSIONAL EXPERIENCE**

#### **Multimedia Producer, University of Nevada, Las Vegas | 08/2020 - Present**

- Oversee the entire production process from start to finish through strategic communication with subject-matter experts, course designers, instructional artists, videographers, editors, and animators.
- Respond quickly and methodically to emails, phone calls, and media requests from team members and professors daily.
- Conceptualize, plan, shoot, edit, and export finished content using the Adobe Creative Suite.

#### **Video Editor & Motion Graphics Artist, LightSpeed VT Midwest | 11/2016 – 08/2020**

- Take charge of various roles throughout the entire production process, including pre-production planning, storyboarding, camera operation, script management, audio monitoring, lighting, and stage design.
- Create compelling interactive video training modules using audio and footage recorded in-studio and on location, combined with dynamic images, artwork, music, sound effects and animations.
- Manage multiple complex workflows from start to finish while adhering to branding guidelines, file naming conventions, and client deadlines.

#### **Master of Ceremonies, Revolution Talent Competition | 02/2018 - 07/2018**

- Travel to various cities throughout the United States each weekend during dance competition season.
- Announce competitors, control music, monitor sound and audio levels, perform announcements, coordinate with backstage crew via walkie, and manage hundreds of audio files in multiple formats.
- Strategically set up and break down stage equipment including speakers, video monitors, microphones, stage lights, cables, projectors, Marley, and scrims.

### **SKILLS**

- Valid U.S. Passport and Driver's License, able to travel with less than 24 hrs. notice. Skilled in production management, team organization, Microsoft Office Suite, Google Suite, excellent interpersonal skills, semi-fluent in American Sign Language, great with animals, children, and adults with various backgrounds.

### **EDUCATION**

- Wichita State University, Bachelor of Arts in Communication - Electronic Media | GPA: 3.20
- Awarded Outstanding Electronic Media Graduate by the Elliott School of Communication – May 2018

### **AWARDS & CERTIFICATIONS**

- Down to the Wire Film Festival Top Ten Finalist for 2016, 2018 (Best Actor), and 2019 (Best Screenplay).
- TESOL Certified by the International Open Academy, December of 2019.
- Oklahoma Film and Television Academy – Slate 8 Set Ready course graduate– February 2021.