

Z. Anntoinette Johnson

Production Assistant

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A Recent graduate of the Oklahoma Film & Television Academy, I am able to travel throughout Oklahoma and have a current United States Passport. As a PA I am able to assume a variety of duties including First Team, Background and Paperwork PA. I am resourceful, attentive to cast needs and a team player. As well I have numerous transferrable organization, execution and communication skills that I would love to bring to your next production.

Summary of skills:

- Schedule G's through release forms
- Strong project management and team coordination. Works well in team environments.
- Ability to thrive, multi-task and problem solve in fast paced environments.
- Skilled Planning, development and execution.
- Great verbal and written communication.
- Self-starter, good judgment with excellent time management and flexible work ethic.
- Proficient with Microsoft Office suite.
- IT background

Recent Experience

Production Assistant- *Ali's Comeback, January 2021*

Provided post production support and vendor management for the development and execution of audio book requirements for the film.

Set Dresser, *48hour film project, July 2019*

Responsible for planning and development and execution of all props and set dressing, and coordination of prop PA's within a 48 hour project window.

OTHER WORK EXPERIENCE

15 YEARS CISCO SYSTEMS – San Jose, California

WORLDWIDE MARKETING PROGRAMS MANAGER, - Managed, developed, marketing programs to drive small business.

Education

OKLAHOMA FILM & TELEVISION ACADEMY – SET READY PA COURSE/SLATE 8

SAINT MARY'S COLLEGE OF CALIFORNIA – Moraga, California
BA, Business Admin May 1999

Technology and other skills

Software: MS Project, MS Office (Word, Excel, PowerPoint), Adobe

Other Skills: Driver's License(my own car), Confident on telephone, Great with children