

Allison Swift

✉ AllisonsFilm@gmail.com

☎ (539) 204-02714

📍 Tulsa, Ok

SKILLS

- Licensed driver (with reliable transportation)
- Computer literate
- Years of experience in customer service (in person and over the phone)
- Adaptability
- Ability to work under pressure
- Organizational skills
- Excellent communication skills

EDUCATION

Oklahoma Film & Television
Academy - Set Ready Course

Wichita State University -
Sheetmetal Aviation

PROFESSIONAL SUMMARY

Hello, I'm Allison! I started my career in film production in 2022 and have since become skilled not only as a production assistant but I have also gained substantial experience in the camera department.

I am so excited to continue perfecting my work as a freelancer in the film industry! I hope you'll consider letting me join your crew as I know I would be a fantastic addition, I work hard and you will not be disappointed.

CREDITS

Camera Utility - A Christmas... Present - 2022

Great American Channel/MPCA - Feature

Production Assistant - Farmer Wants a Wife - 2022

Fox/Eureka Productions - Reality Series

Production Assistant - Bowtech - 2022

Idea Ranch - Advertising

Production Assistant - Under Armour - 2022

Idea Ranch - Advertising

OFTA Graduate - Set Ready Course - 2022

Foundational understanding of production, set structure, walkie etiquette, First Team, Day out of Days, Exhibit G's, Call Sheets, and Time Cards.

Intern - LWC Film llc - 2022

Driving, loading and unloading, meal runs, proofing documents and shopping.

OTHER WORK EXPERIENCE

Regal Car Sales - Lead Internet Sales Representative

I built rapport with thousands of customers online and in person, working with their personal and financial information, in order to help them purchase a vehicle that fit their needs. I launched the Internet Sales Department, I enjoyed having the responsibility of managing the department and organizing the dealership's website with inventory photos and vehicle information.

Casey's General Store - 2nd Assistant Manager

As an Assistant Manager it was my responsibility to oversee the scheduling and work of team members to ensure appropriate delivery of services, receive merchandise and manage accounting books. I assisted the store manager in swiftly handling day-to-day operations and updated inventory and staging activities.