

Brittany Alexander

Production Assistant

KNOWLEDGE OF

Photoshop

Production

Editing techniques

Running errands

Scheduling appointments

Studio lots

Location scouting

Researching

Proof reading

PERSONAL SKILLS

Creative flair

Fast learner Perseverance

Punctual

Responsible

'Can do' attitude

PERSONAL DETAILS

Brittany Alexander

Salt Lake City, UT

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PROFESSIONAL PROFILE

I am a reliable production assistant with the ability to solve problems with a hand's on, can-do attitude, and the ability to hit the ground running.

ACADEMIC QUALIFICATIONS

Denison University

2003 - 2007

Bachelor's of Arts – Media, Technology, and Arts
(Film, Digital Media & Communications)

PRODUCTION SKILLS AQUIRED

- General office administration
- Creating promotional material
- Assisting in the editing and post-production of video and media projects
- Audio visual devices
- Knowledge of sets and lighting

KEY ATTRIBUTES

- Adaptable and responsive to change
- Knowledge of Social Media Marketing Tools
- Able to work with minimal supervision
- Excellent organizational and multi-tasking abilities
- Able to learn new skills quickly

SIMILAR EXPERIENCES

Freelance, Salt Lake City, Utah

Production Assistant October 2014 - Present

- Assist in the production of reality television shows
- Drive production vehicles
- Help maintain craft services
- Do whatever is needed for the benefit of the production

Soapbox Films LLC, Burbank, CA

Intern August 2009 - October 2009

- Assisted the workflow process of the production house; development, production, and post-production
- Studied scripts and reviewed early films to brainstorm ideas.
- Worked as a Production Assistant on interstitials and commercials