



AVA DAVIS

Assistant Producer

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PROFESSIONAL SUMMARY

Creative Assistant Producer with two years of experience in managing production workflows from concept through delivery. Adept at collaborating with diverse teams to execute engaging content and enhance audience impact. Committed to innovation and efficiency, ensuring projects are completed on time and align with creative visions.

WORK EXPERIENCE

Assistant Producer Feb / 2024-Ongoing
Quantum Solutions LLC Phoenix, AZ

- 1. Collaborate with producers and clients on all aspects of pre-production, production, and post-production for commercial projects.
- 2. Coordinate crew hiring and casting to ensure optimal team assembly for e-commerce photo shoots.
- 3. Manage multiple production sets, ensuring merchandise is captured as per client specifications.
- 4. Oversee quality control to verify image accuracy and alignment with brand aesthetics.
- 5. Develop weekly set schedules by organizing proposed shot counts and product distribution based on bookings.
- 6. Utilize FileMaker Pro for digital asset tracking, ensuring accurate documentation from pre-production to delivery.
- 7. Engage with cross-functional teams including photography, content writing, and product management to streamline workflows.

Merchandise Coordinator Feb / 2023-Feb / 2024
Lakeside Apparel Co Chicago, IL

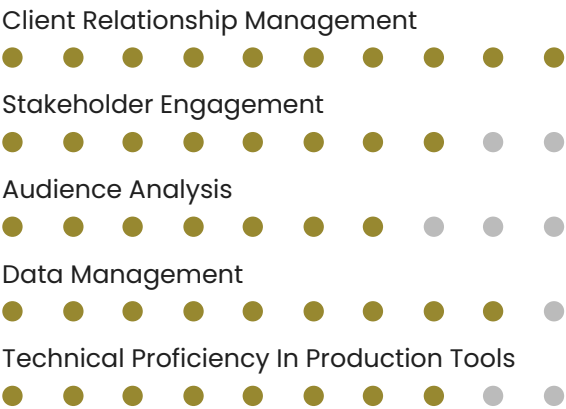
- 1. Coordinate merchandise logistics for high-profile clients, including Calvin Klein and Coach.
- 2. Conduct quality reviews of images to maintain consistency with art direction across various projects.
- 3. Employ FileMaker Pro to track inventory and manage the lifecycle of merchandise effectively.
- 4. Report directly to the senior publishing producer regarding project statuses and any arising issues.
- 5. Contribute to concept development and script writing for various productions, enhancing creative output.
- 6. Leverage social media platforms to promote new products, increasing brand awareness and customer engagement.

EDUCATION

Bachelor of Arts in Film Production Feb / 2022-Feb / 2023
University of Southern California Phoenix, AZ

Focused on production techniques, storytelling, and media management.

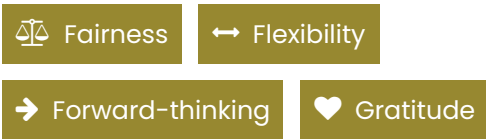
SKILLS



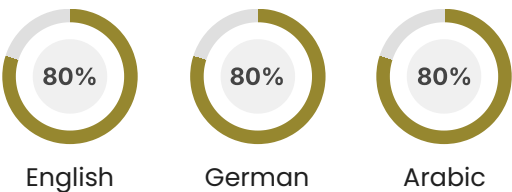
INTERESTS

- Gaming
- Fashion
- Film
- Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Streamlined production processes, reducing shoot preparation time by 20%.
- Implemented a digital asset tracking system that improved image retrieval efficiency by 30%.
- Collaborated with creative teams to develop innovative marketing campaigns, resulting in a 25% increase in engagement.