

ROBERT SMITH

First Assistant Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Producing Job offers three years in all aspects of the film industry, including concept development, financing, contracts, and physical production. Directing and Editing Job knowledgeable about cinematic procedures, as well as the latest technologies, editing software, and cameras. Results-oriented Producer with more than two years working on every angle of filmmaking from development and packaging to directing and producing.

CORE COMPETENCIES

Microsoft Office, ASANA, Google Docs, NetSuite.

PROFESSIONAL EXPERIENCE

First Assistant Director

ABC Corporation - June 2015 – June 2015

Key Deliverables:

- Ensured daily and weekly shooting targets are met.
- Provided status updates to the Production Manager.
- Recommended alternative solutions to potential issues and delays.
- Prepared shooting and production guidelines to meet pre-set shooting rates and budget parameters.
- Ensured compliance to shooting and production guidelines.
- Scheduling and coordination of pre-production & filming.
- Management of on-set operations.

First Assistant Director

Delta Corporation - 2012 – 2015

Key Deliverables:

- Partner alongside head director to make daily tasks go easier and quicker Receptionist duties answer phones and take messages Bookkeeping Handle .
- Vice Versa" Season 1 & 2 - Animated series for France 2 television responsible for compositing, color and animation and production coordination ".
- Scheduling principal photography, coordination/management of on-set operations.
- Every day wrapped on time with all filming objectives met.
- The film premieres in April, 2016.
- Skills Used Time & resource management, communications, patience, initiative.
- Film Production Crew New York, NY, Chicago, IL, Charlotte, NC Dec.

EDUCATION

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- Bachelor of Arts in Sound Design and Audio Programming - (New York Film Academy - Burbank, CA)