

## First Assistant Director

# ROBERT SMITH

Phone: (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website: [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,  
Alabama

## Objective

Professional with 10 years of demonstrated success in program and business development. Particular expertise in delivering a high level of customer service and conveying complex technical information succinctly.

## Skills

Time & resource management, communications, patience.

## Work Experience

### First Assistant Director

**ABC Corporation** - July 2015 – July 2015

- Managed over 50 departments involving in the production process, responsible for hiring key production personnel, scheduling, and managing budgets.
- Troubleshoot and resolved a variety of issues on set.
- Hired floor crew for the production.
- Liaised with the Producer to set job descriptions and arrange candidates with recruiting.
- Partner alongside the head director to make daily tasks go easier and quicker.
- Animated series for France 2 television.
- Responsible for compositing, color and animation, and production coordination.

### First Assistant Director

**Delta Corporation** - 2014 – 2015

- Managed over 50 departments involving in the production process, responsible for hiring key production personnel, scheduling, and managing budgets.
- Troubleshoot and resolved a variety of issues on set.
- Hired floor crew for the production.
- Liaised with the Producer to set job descriptions and arrange candidates with recruiting.
- Partner alongside the head director to make daily tasks go easier and quicker.
- Animated series for France 2 television.
- Responsible for compositing, color and animation, and production coordination.

## Education

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