ROBERT SMITH

Office Production Assistant

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

Seeks to secure a position with a stable and profitable organization, where one can be a member of a team and utilize business experience to the fullest.

SKILLS

Avid, Adobe Premiere, Final Cut Pro, Video Production, Video Editing, Camera Operation, Digital Media.

WORK EXPERIENCE

Office Production Assistant

ABC Corporation - 2015 – 2015

- Processed purchase orders and check requests for vendor payments, made purchases with a corporate credit card.
- Notarized contracts between Production and Trade vendors.
- Collected receipts and reviewed expense accounts for Build (Construction) and Design team.
- Organized and stocked hospitality requests (Crafty) for trailers.
- Coordinated travel and transportation arrangements to and from the airport.
- Ran errands and picked up pre-ordered purchases.
- Assisted with payroll submission.

Office Production Assistant

Delta Corporation - 2013 – 2014

- Answered phones, prepared sides; printed, distributed, and filed scripts, call sheets, schedules, and paperwork.
- Distributed incoming packages.
- Acquired elements for digital and mobile packages, wrote scripts for news pieces, maintained edit and production calendars across departments, and.
- Maintained the workflow in the office by prioritizing and quickly completing tasks essential to the production such as managing paperwork, managing.
- Handled important hard drives and took care of the call sheets.
- Maintained switchboard and other office duties for 2 years Customer service, copying, research Professional Experience.
- Assisted with a Commercial.

SCHOLASTICS

- Diploma of Clinical Hemodialysis Patient Care - (Atlanta Technical College - Atlanta, GA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**