

HENRY WALKER

Second Assistant Director

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Seasoned Second Assistant Director with a decade of experience in film production, skilled in orchestrating complex shoots and managing crew logistics. Expertise in fostering collaboration on set and enhancing communication among diverse teams. Dedicated to driving operational efficiency and adapting to the dynamic nature of production environments.



WORK EXPERIENCE

Second Assistant Director

math Apr / 2018-Ongoing

Maple Leaf Consulting

∓ Toronto, ON

- 1. Coordinated logistics for film shoots, ensuring all crew and equipment were in place.
- 2. Managed on-set operations, facilitating effective communication between departments.
- 3. Oriented new crew members on set protocols and safety procedures.
- 4. Assisted in the development of production schedules and budgets.
- 5. Collaborated with directors and producers to align production goals.
- 6. Oversaw equipment setup and breakdown, ensuring efficiency and
- 7. Monitored daily production activities to maintain project timelines.

Second Assistant Director

m Apr / 2015-Apr / 2018

Lakeside Apparel Co

F Chicago, IL

- 1. Supported the production team in executing filming plans and schedules.
- 2. Facilitated communication between cast and crew to ensure smooth operations.
- 3. Assisted in troubleshooting on-set issues, providing quick solutions.
- 4. Maintained accurate production logs and documentation.
- 5. Coordinated transportation and accommodations for crew members.
- 6. Conducted pre-production meetings to outline project expectations.

EDUCATION

Bachelor of Arts in Film Production

m Apr / 2012-Apr / 2015

University of Southern California

₮ Phoenix, AZ

Focused on film production techniques, including directing, editing, and production management.

SKILLS

On-set Coordination

Visual Storytelling

Budget Tracking

Resource Allocation

Stakeholder Communication

Adaptability



Podcasts

Language Learning

Dancing

♂ Cycling

STRENGTHS

Intuition

Leadership

• Listening

🛂 Mentorship

LANGUAGES







English

Arabic

Italian

ACHIEVEMENTS

Successfully coordinated over 15 film projects, ensuring timely completion and adherence to budgets.

Streamlined communication processes, reducing production delays by 20%.