

# ROBERT SMITH

## Set Production Assistant

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Set Production Assistant with 5+ years of experience in Developing and implementing production plans and schedules, Developing and implement daily production routines, Performing weekly inspections of equipment in the plant to ensure that it is operating as expected, ensuring that equipment is in good working condition and has been properly maintained.

**APRIL 2015 - APRIL 2020**

### **SET PRODUCTION ASSISTANT - ABC CORPORATION**

- Provided assistance to shiftable employees such as engineers, designers, testers, and others to ensure smooth delivery of their tasks without compromising quality or schedule goals.
- Maintained a clean workspace by cleaning up after themselves, keeping equipment organized, and keeping a clear view of what is happening within the department.
- Performed all duties related to the production of products including store, order and prepare inventory.
- Coordinated with production personnel to ensure that all product is completed on time and in accordance with specifications.
- Maintained a clean work environment, including working hours, equipment and tools.
- Ensured that work is performed according to company policies when it is not necessary or deemed unsafe by management.
- Maintained an accurate record of all orders received and completed, including the product numbers and quantities ordered. Ensure that the correct shipping label(s) are applied to the correct products.

**2013 - 2015**

### **SET PRODUCTION ASSISTANT - DELTA CORPORATION**

- Assisted the ADs on set during production of Arnold Schwarzeneggers upcoming film 478.
- Coordinated between crew departments, assisted the director & producers and talent.
- Provided much needed extra support to the production when they were short of manpower.
- Used Wise time management, initiative taking, positive & helpful attitude.
- Maintained a killer crafty set-up, ran vital runs for the production, and coordinated between crew departments.
- Kept the crew fed and in good spirits for the duration of the production.
- Used Patience, attention to detail, time & resource management.

## **EDUCATION**

MS

## **SKILLS**

Managing, Accounting, Testing.