

Film Resume Template

John Matthews

Film Production Assistant

Personal Info

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Summary

Efficient, creative, and hardworking Production Assistant with 5+ years of experience seeking to join VividProductions to maintain world-class production value. At Production House, managed to cut spending on a TV series by 8%, and the shooting schedule for a short film by 16%. Competent in all areas of film production, from grip and set tasks, through office and organizational tasks, to directing my own short films.

Experience

Film Production Assistant

Production House

2014–2019

- Worked closely with the producers on over 20 projects, including 2 full-feature films, 1 TV series, and 4 short films.
- Managed the production spending for the TV series “Life of Joe” – and beat the spending target by 8%.
- Organized the director’s notes and schedule for the “Spymaster” short film – shaving a week off a 6-week shooting schedule.
- Experienced in a range of crew and production roles: casting, script writing, camera operation, grip.

Key Projects:

- “Jane Bond”—Full Feature Movie (Production Assistant)
- “Bulldog Billionaire”—Full Feature Movie (Production Assistant)

- “Life of Joe”—TV Series, 3 Seasons (Production Assistant)

Education

Pace University, BA Film/Video Production

2008–2012

Private Projects

“Lifeless” (2013)—Short Film (Director)

“Breathe” (2013) – Short Film (Director)

“21 Seconds” (2012) – Student Film (Camera Operator)

Skills

- Copyright Acquisition
- Budgeting and Cost Estimation
- Planning & Scheduling
- Premiere Pro, Final Cut Pro X