

PRODUCTION ASSISTANT INTERN

Summary

Energetic and dedicated film student currently completing degree in media management and production. Strong interests in creative development, character writing and acting.

Experience

Production assistant intern Oct 2015 to Jan 2016

Company Name 1/4 City , State

- Assist casting directors, producers and actors with audition process
- Organize schedules, video and audio files
- Handle cameras and various production equipment
- Assisting with setup for printer and profiling
- Assist with locked computer account

Social media relations intern/ Teacher assistant Jul 2015 to Dec 2015

Company Name 1/4 City , State

- Collect and retrieve Data
- Research and aggregate content for Media Literacy Week event
- Social Media Community Engager
- Manage Press Release and social media post schedules
- Social media creative distributor
- Teacher assistant to professor at CSUN in mass communications research
- Maintain blog tracking and social media calendars
- Software troubleshooting (Outlook, Email support)
- Hardware troubleshooting (Printers, Desktop units, Laptop units, cell phones and tablets)
- Calling business clients (Schedule meetings, document information, data collection)

Martial Arts Instructor Jun 2011 to Jan 2014

Company Name 1/4 City , State

- Provide self defense training to students of various ages ranging from K-12 to adults
- Answer incoming and outgoing phone calls
- Provide customer support
- Attend weekly marketing and business instructor meetings
- Attend and assist with community marketing events

Skills /Interests

Skills:

Microsoft Office, Social media tools and management (Facebook, Twitter, Hootsuite, Medium.com), Publicity, Marketing , Customer relations, Video and Audio Production, Tech savvy

Interests and Hobbies:

Voice acting (Various professional coaches), Improvisation acting (Second City), Plot and story building in Books, TV, Movies, Video games and etc, Computer hardware and software, and Music Theory

Education

Bachelor of Arts , Cinema and Television Arts 2016 California State University Northridge 1/4 City , State , United States

- Coursework in Pre and Post production
- Coursework in Network Program Development
- Coursework in Creative Script Writing