



Samantha Clarke

Film Production Assistant

CONTACT

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Los Angeles, CA

EDUCATION

Bachelor of Arts in Film Production

UCLA School of Theater, Film and Television, Los Angeles, CA

Graduated: May 2019

Certifications

- OSHA Safety Certificate - Completed July 2024
- Film Production Coordination Certification - Los Angeles Film School, December 2022

LANGUAGES

- Fluent in Spanish
- Conversational in French

PROFESSIONAL SUMMARY

Dedicated Film Production Assistant with 4+ years of experience in managing on-set logistics, assisting directors, and supporting crew members. Seeking to leverage my experience and skills at Silverlight Productions to contribute to the creation of high-quality films.

EXPERIENCE

Film Production Assistant

2021 - Now

Silverlight Productions, Los Angeles, CA

- Coordinate daily production activities, including scheduling and crew management.
- Assist in setting up and breaking down equipment, ensuring timely execution of scenes.
- Support the Director and Producer in maintaining a smooth workflow during shoots.
- Manage on-set communication between departments, improving efficiency by 20%.

Assistant to the Director

2020 - 2021

Orion Pictures, Los Angeles, CA

- Provided administrative support, including scheduling meetings, managing call sheets, and organizing travel logistics.
- Worked closely with the director to streamline production processes, resulting in a 15% reduction in downtime.
- Conducted research on locations, talent, and props to assist in pre-production planning.

SKILLS

Strong organizational and multitasking abilities ★★★★★

Proficient in Final Draft, Adobe Premiere Pro, and MS Office ★★★★★

Excellent communication and problem-solving skills ★★★★★

Experience in on-set safety protocols ★★★★★