

Film Production Assistant

Mark Williams

Professional summary

An enthusiastic and detail-oriented film production assistant looking to begin a career in the film industry. Committed to applying a passion for storytelling, creativity, and problem-solving skills to support all aspects of production.

Experience

Production Assistant Intern

January 2025 - May 2025

Pacific Coast Productions / Santa Monica, CA

- Assisted the crew in the setup and teardown of production equipment on set.
- Supported the logistics team in coordinating transportation and accommodations for crew members.
- Handled talent releases and organized talent schedules.
- Worked closely with the assistant director to ensure production adhered to the shooting schedule.

Freelance Production Assistant

July 2024 - November 2024

Sunset Media / Los Angeles, CA

- Assisted in various production tasks, including preparing sets and handling props.
- Coordinated travel and accommodations for crew members during shoots.
- Helped the team track production costs and maintained inventory records.
- Worked directly with the sound and lighting departments to ensure smooth operation of equipment.

Volunteer Experience

Event Coordinator Volunteer

June 2023 - September 2024

Santa Monica Film Festival (Santa Monica, CA)

- Assisted in the coordination of event logistics for the annual film festival.
- Managed guest lists and ensured timely arrival of participants and crew.
- Supported the festival team in handling backstage logistics and assisting during screenings.

+1 (555) 321-6548

mark.williams@email.com

Santa Monica, CA

Education

Associate's Degree in Film Production


Santa Monica College, CA


Graduation: December 2025


Relevant Coursework:


- Introduction to Film Production
- Digital Cinematography
- Set Management
- Film History


Skills

Strong organizational skills 

Basic camera operation 

Understanding of film production software 

Set preparation and breakdown 

Excellent attention to detail 

Ability to work effectively under pressure 