



Mary Neal

Film Production Assistant

CONTACT

+1 (555) 123-4567

mary.neal@email.com

EDUCATION

Bachelor of Arts in Film Production

University of Southern California (Los Angeles, CA)

Graduated: May 2024

Relevant Coursework:

- Film Production Fundamentals
- Cinematography
- Production Scheduling
- Set Design

Certifications

- Certified Production Assistant (CPA) – Production Assistant Academy, 2025
- Adobe Premiere Pro Fundamentals – LinkedIn Learning, 2024

PROFESSIONAL SUMMARY

Motivated film production assistant eager to support film production teams in the creation of high-quality content. Passionate about learning the ropes of the industry and utilizing strong organizational skills to ensure smooth day-to-day operations.

EXPERIENCE

Production Assistant 2024 - 2025

Silver Screen Studios, Los Angeles, CA

- Assisted in coordinating on-set logistics for a short film production.
- Managed talent schedules and ensured timely arrival of all actors.
- Organized and maintained production equipment.
- Supported the camera department with lighting setup.

Freelance Production Assistant 2022 - 2023

Sunrise Productions, Los Angeles, CA

- Helped set up and break down film sets for commercials.
- Assisted with prop management and organization during shoots.
- Provided administrative support by filing production documents and assisting in data entry.

SKILLS

Knowledge of film set etiquette ★★★★★

Excellent communication skills ★★★★★

Strong multitasking abilities ★★★★★

Basic video editing (Adobe Premiere) ★★★★★

Scheduling and logistics ★★★★★

Quick to adapt to changing environments ★★★★★

EDUCATION & FILM WORKSHOPS

Film Production Workshop

New York Film Academy (Los Angeles, CA)

Completed: 2024

LinkedIn: /in/maryneal