
AUDIOVISUAL PRODUCTION SPECIALIST RESUME

Summary:

A creative, hardworking, energetic and resourceful individual with years of experience in assisting directors or producers in all stages of production processes; with vast knowledge of editing, shooting, archiving and transmitting of audio and video output; has basic experience in screenwriting; with excellent verbal and communication skills; has excellent organizational and interpersonal skills.

Professional Experience:

Audio-Visual Production Manager, January 2007 – Present
ABC Company, Los Angeles California

Responsibilities:

- Worked closely with producers, directors and production team.
- Liaised with writers and artists in co-coordinating and communicating production resources and facility arrangements.
- Attended and timed production rehearsals.
- Dealt with artists' payments and expenses.
- Produced budgets, monitor costs and control expenses.
- Monitored the timing during a shoot or show.
- Ensured continuity, both on location and in the studio.
- Installed and operated equipment.
- Maintained and repaired electrical equipment.
- Prepared, installed and tested wiring systems.
- Checked equipment in order to ensure safety.
- Assembled electronic appliances such as control panels and electric motors.
- Regulated volume level and sound quality of equipment for various activities.

Film Production Specialist, May 2002- December 2006
Brandon & McMahon, Inc., Los Angeles California

Responsibilities:

- Answered production enquiries from members of the public.
- Monitored accurate shot lists, especially for drama productions.
- Produced timing schedules, shot lists and logs for post-production.
- Liaised with the camera and sound crew during studio recordings.
- Booked artists and performers.
- Organized the production and distribution of scripts.
- Conducted research to complete all necessary paperwork necessary for the film.

AV Production Assistant, February 1999 – May 2002
East Bay Studio Inc., Los Angeles, California

Responsibilities:

- Worked closely with producers, directors and production team.
- Liaised with writers and artists in co-coordinating and communicating production resources and facility arrangements.
- Attended and timed production rehearsals.
- Dealt with artists' payments and expenses.
- Produced budgets, monitor costs and control expenses.
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Film Production Specialist, May 2002- December 2006
Brandon & McMahon, Inc., Los Angeles California

Education:

Bachelor's Degree in Film Production
University of California, 1999

Skills:

- Good team player, a good sense of humor
 - Imaginative, artistic, and creative
 - Strong ability to work under pressure
 - Thorough knowledge of the technical side of theater such as sounds/audio, lighting, set construction, etc
 - Quick-witted and good decision-making skills
 - Very good knowledge of audio and visual editing, shooting, archiving
 - Excellent written and verbal communication skills
 - Remarkable knowledge of media production, communication, and dissemination techniques and methods
 - Knowledge of the practical application of engineering science and technology
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Awards and Affiliations:

Member, Film Independent Organization
Member, United Film Organization

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