
POST PRODUCTION ASSISTANT RESUME

Objective:

To obtain a Post Production Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Remarkable experience with multiple formats, applications and techniques for video and audio post production
- Proficiency in using Final Cut, After Effects, Cinema 4D, Final Cut Server, XSAN, Motion, and all other relevant software
- Strong organizational skills; and a friendly, can-do attitude
- Skilled at working on internet applications, Mac, PC and networked environments
- Proficient with internet video production and emerging interactive television technologies

Work Experience:

Post Production Assistant
ESPN, Inc., San Francisco, CA
August 2005 to till date

- Supervised daily delivery requirements and timelines for every project.
- Worked with producers and art director/graphic artists to assuring creative needs.
- Established and maintained the database of freelance talent.
- Scheduled and run meetings for creative reviews when necessary.
- Prepared post-production budgets and forecasts.
- Advised on production of critical material for post-production.

Post Production Assistant
Time Warner, San Francisco, CA
May 2000 to July 2005

- Served as the daily point person with in-house and outside creative vendors.
- Coordinated finishing schedules, element orders and distribution of materials.
- Assisted producers in assuring team's delivery of video courses on-time and within budget.
- Established a collaborative relationship with talent with an emphasis on extracting and designing contents.
- Helped to design, edit, and proof graphic materials and on-screen text in partnership with producers, editors, and graphic artists.

Education:

Associate Degree in Administrative Assistant
Duke University, Durham, NC

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