
TV PRODUCTION ASSISTANT RESUME

Objective:

Seeking the TV Production Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Sound knowledge of Television Production procedures in the division
- A great deal of experience in a Television Production department and involvement with TV station
- Solid knowledge of sports & sports history
- Proficient with server based media and/or non-linear editing equipment
- In depth knowledge of TV production with audio and video and studio equipment
- Ability to answering the telephone and directing phone calls
- Ability to maintain, clean and set up equipment
- Ability to handle multiple tasks and work under pressure

Work Experience:

TV Production Assistant, August 2005 to till date
Media Match, Romeoville, IL

- Provided pre and post production assistance to artistes and production staff.
- Assisted with the day to day running of various departments and managed to established schedules.
- Supported the artists and supervisors in completion of their work.
- Managed to generated Episodic Script Breakdowns and departmental reports as required.
- Developed and used planning systems and work-in-process tracking systems.
- Supervised production assistants and other production personnel within their department.

TV Production Assistant, May 2000 to July 2005
Ent Company, Romeoville, IL

- Provided administrative support and back-up support to the production team.
- Assists with Episodic Script Breakdowns; and computed all necessary meeting notes, memos, documents and schedules.
- Scheduled and organized meeting for various departments.
- Researched and gathered materials and information necessary for the preparation and execution of the production processes.
- Uploaded and downloaded images from Conduit and Transfer folders.

Education:

Associate Degree in Finance, Coastline Community College, Fountain Valley, CA

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