

Jamie Laurent

Video Production Assistant



(123) 456 7890



email@gmail.com



123 Anywhere Street, Any City



PROFILE

Pioneering junior Video Production Assistant with 18 months experience, seeking a new position at Eagle Productions. Excellent listening and communication skills and CIDQ certified. Highly proficient using Adobe, Dreamweaver, and Film Design Software such as Illustrator and Hootsuite.



EDUCATION

Ashford University (2019)

- Bachelor in Digital Media

Red Studios (2017)

- Basic Sound Engineering

Hootsuite (2016)

- Hootsuite Professional



WORK EXPERIENCE

06/2016-
10/2020

Production Assistant (Video) - Warner Brothers

Managed the bookings for guests, the green room traffic, and any guest suites.
Researched story ideas and then compiled footnotes and gathered footage for presentation.
Completed Video Production-scriptwriting, audio editing, and mixing using the Avid non-linear editing system.

06/2014-
05/2015

Production Assistant (Video) - Disney

Maintained and assisted with Production Acquisition.
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SKILLS

Editing



Patching



Technology



Animation

