

## SUMMARY

**Instructions:** (Delete these pointers once done)

- Pick this after completing all other sections. It's the **last step** in the resume writing process. Limit it to **2-3 lines** (4 max).
- Hiration Pro-tip:** Focus more on what value you can provide, instead of what you are looking for (summary, not objective).
- Here's a sample summary for an entry-level profile to get you started!
- To **make it even easier for you**, simply replace the red-colored phrases specific to this profile with skills/functions based on yours!

Enterprising **communications** professional adept at **breaking down storyboards** and creating **shoot orders** to successfully deliver **multi-million dollar creative** projects. Possesses diverse experience in conducting trend-based research and rendering **critical directorial** support by assisting in administering **budgets**, managing **the cast** and **reviewing edits**.

## CAREER SNAPSHOT (You can edit/delete this as needed)



## AREAS OF EXPERTISE (You can edit/delete this if needed)



## KEY SKILLS

**Instructions:** (Delete these pointers once done)

- Key Skills section is the **second-last step** in the resume writing process.
- Hiration Pro-tip:** Include skills that can be substantiated in your work-ex below AND also align with the roles you are targeting
- Highlight only the key functions as shown below, don't write entire phrases
- Here are some **sample skills** for an entry-level communications professional you can replace with your own as per your needs!



## INTERNSHIPS (You can edit/delete this as needed)

Intern - Assistant Director

Twilight Arts

Apr '18 - Aug '18

San Francisco, CA

A division of Signallimited handling its media and entertainment business, across content and distribution platforms with revenue worth USD 20 million

Editorial Support & Casting

- Assisted the Editor and reviewed the final edits while reporting to the Assistant Director and the Executive Producer
- Rendered assistance to **2 ad film directors** and 3 video directors while pitching new ideas to the creative team
- Casted actors and assisted in conducting **auditions** while creating and monitoring shooting schedules
- Broke-down the script and worked on continuity and login while aiding the writer in **writing scripts** on an ad-hoc basis

Filming, Research & Promotion

- Rendered assistance in **filming pieces** for **television** and film, handling the lighting, conducting research and running errands
- Produced video content by adhering to company guidelines & standards to share on **online channels** including **social media**
- Communicated with writers, directors, managers and other staff to ensure the smooth running of the project
- Assisted the staff by answering phone calls, taking detailed notes during meetings and processing the data into the system

PROFESSIONAL EXPERIENCE

Communications Assistant

Owl Networks

Jan '20 - Present

Berkeley, CA

A public film and digital media producer and distributor with over 3k productions produced under its banner

Instructions: (Delete these pointers once done)

- It's the **first step** in the resume writing process. Use **one-liner points** to present the details of your professional experience.
- Bold** keywords and phrases where yo'd like to draw the recruiter's attention.
- Use **action verbs** to start off all your points. Along with your basic responsibilities, also highlight your achievements and the impact you delivered (ballpark/appx figures will work as well to demonstrate the scope of your contributions)
  - Hiration Pro-tip:** Check out our exhaustive guide on power verbs [<https://www.hiration.com/blog/resume-action-words-and-power-verbs/>] containing **250+ examples!**
- Instead of writing all one-liner points together, group similar points under unique **subheadings** as shown below.

Directorial Support & Stakeholder Management

- Assisting the Director in determining the shooting order and providing **script breakdown** into a shot-by-shot **storyboard**
- Aiding the Director in coordinating all production activities and supervising cast/crew while drawing up the shooting schedule
- Providing directions and important announcements to ensure **on-schedule filming**
- Liaising with the production office while acting as the **single point of contact** for the Director and the cast/crew

Casting & Pre-production Management

- Ensuring that the standby cast/crew is ready for action cues while administering pre-production responsibilities
- Managing **budgetary constraints** with respect to the availability of locations, props, equipment, etc.
- Fulfilling all the creative goals under the guidance of the Director while **supervising 10 DOP interns**
- Drafting regular shoot progress reports and overseeing the preparation of the daily call sheet

EDUCATION

B.A. in Communication - Media

Purdue University Northwest

Jan '17 - Dec '19

Hammond, IL

A public university with two campuses in Northwest Indiana, one in Hammond and another in Westville with a student base of over 9k students

- GPA: 3.5/4**

TRAINING (You can edit/add/delete these sections as needed)

- Training** in **Web Authoring** | Ecstaticorps | Feb '19 - Jan '20

EXTRACURRICULAR ACHIEVEMENTS

- Volunteered in **college charity** to raise **funds worth USD 1k** for the people affected by Cyclone Dorian in Bahamas | '19
- Served as the **Captain** of the **sports team** and won the Inter-college Sports Competition '18

ADDITIONAL INFORMATION

- Languages:** English and Serbo-Croatian