

# Rami Shoula

Production Assistant

## 👤 Profile

Dynamic and trained Production Assistant with an impressive background of providing optimal support to production departments. Skilled in handling various tasks associated with production processes, including the management of complex calendars and the coordination of logistics. Adept in providing support for multiple productions at once, and committed to prioritizing and achieving goals.

## 📁 Employment History

### Production Assistant at Print Power Productions, Los Angeles

November 2016 — September 2019

- Handled diverse responsibilities by bringing forth an exceptional ability to multitask and focus.
- Read and organized production emails, and created calendars and schedules accordingly.
- Submitted production results report to the Production Manager.
- Scheduled team meetings and served as a source of communication for production teams.
- Created expense reports and handled various support tasks for managers, directors, and coordinators.
- Organized, recorded, and followed up on training documents for production employees.

### Freelance Production Assistant

August 2014 — October 2016

- Effectively managed multiple projects, delivering optimal results for video productions.
- Collaborated with editing teams to ensure all requests were fulfilled.
- Assisted with the editing of daily compilation pieces.
- Curated meaningful content across multiple media platforms.
- Suggested creative and practical changes to scripts when inspired.

## 🎓 Education

### Bachelor of Production, Los Angeles Film School, Los Angeles

September 2013 — May 2016

## Details

[romioshoula@gmail.com](mailto:romioshoula@gmail.com)

## Skills

Artistic Direction

Production Management

Sound Production and Design

Pre and Post Production

Excellent Support Skills

Technical Lighting Skills

## Languages

English

German