1. Reviewed activities for production team to complete tasks on time.
2. Maintained maximum organization and productivity by properly sorting project components on work tables.
3. Documented production information via daily system logs and discussed non-conformance issues with management.
4. Supported current production needs by moving items between equipment, conveyors and staging areas.
5. Created timetables and production commitments using data from sales forecasts.
6. Reviewed production specifications to verify accurate weights and measurements prior to mixing ingredients.
7. Conferred with managers, sales teams and engineering personnel to revise plans and achieve demanding targets.
8. Created reports and documents while submitting production paperwork on time.
9. Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
10. Worked closely with manager to provide effective assistance for specific aspects of business operation.
11. Managed digital assets and resources for business, promotional and routine filming use.
12. Researched and edited programming for broadcast and [Type] website.
13. Supported machine operators in setup and operation of production equipment resulting in efficient runs.
14. Checked prices and calculated totals for accurate invoice processing.
15. Recorded production data listing quantity produced, [Type] and [Type] information.
16. Reviewed film and gave suggestions when asked.
17. Coordinated with producers and on-air talent to create program content, new ideas and segments.
18. Delivered assistance to office and production functions using [Software] to provide innovative [Result].
19. Digitized and logged footage.
20. Gauged production progress to inform leaders of performance concerns.