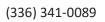
# **PRODUCTION ASSISTANT**

## Jacqueline Teasley

## contact



jacqueline.teasley@gmail.co

resume summary

Creative and driven production assistant with experience supporting production teams in all stages of development, pre-production, production, post-production. Valued as a competent and detailoriented behind-the-scenes leader ensuring production events are executed smoothly and efficiently.

## professional experience

#### PRODUCTION ASSISTANT

Project AM Films Inc. / Youngsville, NC / October 2022

- Supported director, producer, and crew with established schedules and ensured compliance for Advanced Auto Parts commercial shoot
- Compiled footnotes, gathered footage/BTS, staged crafty, completed necessary set runs
- Supported location setup and teardown functions

#### PRODUCTION ASSISTANT

Graduate Hotels / Chapel Hill, NC / October 2022

- Handled diverse administrative responsibilities by providing an exceptional ability to multitask and focus
- Coordinated green room traffic to ensure set safety
- Compiled footnotes, gathered footage/BTS, staged crafty, completed necessary set runs
- Assisted with on-set catering services

### education

**BA English & History** University of North Carolina at Greensboro Greensboro, NC 2016–2019

## key s<u>kills</u>

Call Sheets & Sides Pre-Production Assistance Organization Skills Time Management BTS Coverage Communication Skills Analytical Thinking, Planning Clean Driving Record