

PRODUCTION ASSISTANT

Jacqueline Teasley

contact

(336) 341-0089



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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 detail-oriented 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 skills

Call Sheets & Sides

Pre-Production Assistance

Organization Skills

Time Management

BTS Coverage

Communication Skills

Analytical Thinking, Planning

Clean Driving Record