**MARIA CARMEN** 

**3495 BUCKHEAD LOOP NE**

**ATLANTA, GA 31126**

**(678) 505-1582**

**Email:** **mencar1@hotmail.com**

**SUMMARY OF QUALIFICATIONS**

Upbeat, versatile professional with good knowledge of the film-making industry, offering excellent communications skills, time management, patience, attention to detail, self-drive & perseverance, administrative skills, knowledge of film operations, and software programs, looking to further expand my experience.

**EMPLOYMENT EXPERIENCE**

84 PRODUCTIONS August 2020 – Present

Atlanta, Georgia

**Production Office Assistant**

* Assists production team on all areas of pre and post production.
* Answer phone calls, runs errands for the crew, handles talent and extras, etc.
* Pass schedules and scripts to actors and other crew members.
* Assists producer with making sure all assigned tasks are completed in an efficient manner.
* Handles paperwork for pre and post production.
* Assists with props, background set ups, wardrobe needs, etc.
* Managed all recorded materials and audio files.
* Managed inventory by keeping the supplies running and organized.
* Acts as a liaison between the producer, crew members, actors and extras.
* Assists during briefings and provides suggestions.
* Greets guests, and coordinates green room traffic.