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Hollywood, CA 90028

## Skills

- Computer literate
- Effective problem-solving
- Highly organized
- Oral and written communication
- Production preparation
- Set decoration
- Excellent attention to detail

## Education

03/2020

**Nail Technology:**

**Marketti Academy Of**

**Cosmetology**

Waterford, MI

05/2015

**High School Diploma:**

**West Bloomfield High School**

West Bloomfield, MI

## Certifications And Licenses

Nail Technician License

# Raquel Smith

## Summary

Detail-oriented and creative professional with experience in production design assistance, including music videos and digital marketing advertisements. Provides support to production designer on high-profile projects, enhancing team collaboration and operational efficiency.

## Work Experience

### **Film Production - Freelance Production Design Assistance**

*Los Angeles, CA*

*07/2022 - Current*

- Production Design assistant, sourcing props, coordinating rental pickups and drop-offs, driving cargo vans, unloading furniture and props, and working on set in the art department for digital advertisements, music videos, and creative projects, closely working with Production Designer Crystal Geller.
- 1st Production Design Assistant for the music video 'We Go Down Together' by Khalid and Dove Cameron, directed by Audrey Ellis Fox.
- 1st Assistant standing in for Production Designer on set for Jason Markk's Leather Care Kit digital advertisement, "Take Care of Your Leather."
- Production Assistant for the music video "So What!" by 347aidan, Production Design Assistant on Paper Magazine cover shoot with Hayley Kiyoko, the JD Sports x Shenseea digital advertisement, and various other smaller creative projects.

### **LUMIERES BY KAI - Production/Personal Assistant**

*Los Angeles, CA*

*09/2021 - 05/2022*

- Served as direct assistant to designer, supporting all aspects of production and office management
- Oversee clothing and shipping production, ensuring clothing is being made correctly, shipping labels are accurate/sent out promptly, driving to the fabric warehouses and assisting in runs

### **Sugar Nails - Nail Technician/Receptionist**

*Los Angeles, CA*

*08/2021 - 01/2022*

- Utilized advanced skills to achieve manicures, pedicures, gel-x nail extensions and nail art for salon clientele
- Worked front desk taking phone calls, greeting guests, scheduling appointments, handling the open/close of cash register and distributing tips to nail technicians.

### **Tim Hortons - Supervisor**

*Bloomfield Hills, MI*

*09/2015 - 09/2019*

- Supervised rotating shifts, stocking merchandise, prepared food/beverages to serve customers, maintain FOH/BOH production and cleanliness, opened/closed restaurant, filled any position necessary and handled cash register and banks runs

## References

References available upon request.