

**Julia Beck**

Miami, FL

305-979-5810 | Juliaalexbeck@gmail.com

---

## **Professional Summary**

Resourceful and dependable Production Assistant with experience supporting fast-paced commercial, fashion, and editorial sets. Proven ability to anticipate crew needs, manage set logistics, and maintain smooth operations under pressure. Known for a strong work ethic, clear communication, and calm, team-oriented approach. Passionate about film and photo production, with a commitment to delivering high-quality support from prep to wrap.

---

## **Production Experience**

### **Production Assistant**

*Smuggler – Commercial Shoot*

Miami, FL | May 2025

- Supported day-to-day set operations for a high-profile commercial production
- Managed security check-in and monitored controlled access points
- Assisted with crew movement, background coordination, and talent transitions
- Completed production runs efficiently and with accuracy
- Maintained cleanliness and organization of set throughout the day

### **Production Assistant**

*Zara x Hanna Tveite Campaign*

Miami, FL | March 2025

- Supported producers and department heads with on-set logistics
- Coordinated meals and maintained orderly holding areas
- Reset wardrobe setups and props between takes
- Ensured clear communication across departments
- Assisted with talent needs and overall crew support

### **Office Assistant**

*Select Services Production*

Miami, FL | March 2025 – Present

- Handled scheduling, onboarding, and general production administration
- Managed vendor communication and organized production documents
- Supported pre-production research and day-to-day coordination
- Maintained office organization and supplies
- Ran errands, delivered gear, and handled client pickups

### **Production Assistant**

*Allure Magazine – Shakira Cover Shoot*

Miami, FL | March 2024

- Supported editorial crew and high-profile talent on set
  - Assisted with lighting equipment setup and production flow
  - Maintained clear communication with styling and glam teams
  - Facilitated a smooth shoot by anticipating crew needs
  - Ensured set cleanliness and coordinated production wrap
-

## **Skills**

- Set Communication & Walkie Etiquette
- Strong Organizational & Multi-Tasking Skills
- Punctual, Reliable, and Deadline-Oriented
- Calm and Focused Under Pressure
- Quick Learner with Flexible, Can-Do Attitude
- Experienced with Runs, Lockups, and Talent Support
- Positive, Team-First Mindset on Set and in Office
- Detail-Oriented with Strong Problem-Solving Skills