

# Andrew J. Smith

Set Production Assistant

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## Work Experience

**Senior Resident Mentor**, Savannah College of Art & Design (November 2024-Present)

- Manage a staff team to plan and achieve desired goals, share assignments and projects equitably and communicate conflicts and resolution strategy in advance.
- Provide assistance to staff when faced with incidents beyond their expertise, advising proper action and response.
- Communicate information effectively in negative or escalating situations through appropriate language, tone and non-verbal communication.

**Game Master**, The Final Door Escape Room (June 2024-January 2025) (Columbia, SC)

- Receive and greet teams while also introducing games, explaining rules, and answering customer questions.
- Uncover customer needs and follow through with timely and decisive solutions.
- Monitor games while giving effective clues, help, and identifying potential problems in advance.
- Debrief teams and accurately reset game rooms, paying close attention to fine details and addressing issues between game sessions.

**Video Production Specialist**, AP Safety Training (June-August 2023)

- Edit succinct videos explaining various topics about work safety such as construction, protective equipment, chemicals, heavy machinery, and operational procedures.
- Operate various camera and production equipment, working under pressure to solve problems quickly and effectively during video shoots.

## Additional Experience

**Associate Producer (2025)**

SCAD/Kronos Media Productions TV Pilot, *"Secrets of Savannah"*

- Assisted Lead Producers by managing and supporting catering, craft services, and waste within cast and crew holding areas during production.

**Unit Production Manager/Technical Director (2025)**

*"SCAD Sportsdesk"*, Episode 1-3

- Worked with the Creative Director and Producers to execute the combined vision of the athletic and film departments, representing the first official collaboration to create a sports news production for Savannah College of Art & Design.

**1st Assistant Director (2024)**

SCAD Sitcom, *"Lodged"* Ep.1 – *"Vinterfest"*

- Communicated and organized various departments, working with showrunner D.W. Moffet to ensure effective rehearsals as well as leading the production team to support a successful recorded show with a live studio audience.

**1st Assistant Director (2024)**

Olorin Pictures/Cosmic Chimp Productions *"Miseria"*

- Worked with the Director and Producer to organize the production schedule, overseeing cast and crew safety while ensuring comfortability with the subject matter of the production.

**1st Assistant Director (2024)**

Cosmic Chimp Productions *"The Monkey Bars"*

- Worked with the Director and Producer to organize a sufficient schedule of indoor and outdoor shooting days while ensuring industry standards applying to working with a lead actor who is a minor were met.

## Education

- **BFA; Film & Television – Directing Focus (Summer 2025)**
  - Savannah College of Art and Design
  - Dean's List Honors – Winter 2023 – August 2025
- **BA; Business Management (Spring 2021)**
  - Lenoir-Rhyne University, Charles M. Snipes School of Business & Economics

## Software

- **Adobe Suite** (Premiere Pro, Lightroom, Acrobat, Audition), **Microsoft Office Suite**, **Google Suite**
- **Other Software** (StudioBinder, MovieMagic Scheduling)

**References available upon request.**