

**Sheba Holmes**

Atlanta, GA

■ 424-599-0269 | ✉ ShebaHolmes20@gmail.com

IMDb: Sheba Holmes

Professional Summary

Detail-oriented and motivated Production Assistant with hands-on experience supporting film and television productions. Skilled at maintaining organization under pressure, assisting multiple departments, and ensuring smooth operations. Known for reliability, adaptability, and a strong work ethic that contributes to the efficiency and success of productions.

Key Skills

- Set organization & lock-ups
- Walkie PA communication & coordination
- Script supervision support
- Crew & cast assistance
- Production paperwork & runs
- Equipment setup & breakdown
- Communication & teamwork
- Problem-solving under pressure
- Time management & adaptability

Production Experience

- P-Valley – Season 3
- The Piano Lesson
- Curious
- The Proposal
- Have You Seen Her?
- The Warrant Unit (TV Series)
- Malicious
- Heart of the City (Heartbeat Production)
- Mama's Boy
- Hell on the Border
- A Day to Die

Contributions Across Projects

- Assisted ADs and department heads with daily production tasks
- Managed lock-ups to ensure smooth filming without interruptions
- Organized and distributed call sheets, scripts, and production paperwork
- Supported talent and crew with runs, meals, and on-set needs
- Operated and maintained walkie communication channels for department coordination
- Helped with equipment setup, strike, and transitions between scenes
- Maintained communication between departments to keep production on schedule