

UNIQUE CEUS

TV/Film Production Assistant

PROFESSIONAL SUMMARY

Creative Production Assistant with hands-on experience in TV and film production, adept at coordinating logistics and supporting directors for seamless operations. Skilled in social media content creation and video production using Adobe Premiere, with a keen eye for detail and a passion for storytelling. Eager to contribute to dynamic production environments, leveraging adaptability and problem-solving skills to enhance creative projects.

EMPLOYMENT HISTORY

PRODUCTION ASSISTANT

Cab Casting/BMF Starz

Apr 2024 - Jul 2024

Atlanta, GA

- Assisted with the coordination and logistics of daily shoots, ensuring timely setup and smooth operations on set.
- Supported the director and production team with script distribution, shot lists, and call sheets.
- Assisted in the setup and breakdown of equipment, props, and sets, contributing to a streamlined production process.
- Managed the movement of cast and crew, ensuring everyone was informed of their schedules and locations.
- Supported various tasks to ensure seamless set operation.

PRODUCTION ASSISTANT

LeoSullivanProductions

Jul 2023 - Oct 2023

Atlanta, GA

- Assisted in equipment and prop setup and breakdown.
- Maintained cleanliness and organization on set.
- Facilitated transportation logistics for crew members, cast, and equipment.
- Acted as a liaison between different departments, conveying messages and instructions.
- Distributed essential documents to cast and crew, including call sheets and scripts.

SOCIAL MEDIA/ON-AIR TALENT INTERN

Streetz945

Jan 2022 - Jul 2022

Atlanta, GA

- Provided vital support across departments, ensuring clear communication and timely task execution.
- Crafted and published engaging social media posts, enhancing platform traffic and engagement.
- Contributed to brainstorming sessions for marketing campaign development.
- Analyzed competitor activities to identify trends and insights.
- Produced and edited video content, including raw media organization and voice-over work.
- Curated content for various platforms such as TikTok, YouTube, and Instagram.
- Applied algorithm techniques to optimize media posting and audience interaction.

EDUCATION

BACHELOR OF ARTS

Clark Atlanta University

Concentration in TV/Film/Radio

2020 - 2024

Atlanta, GA

COURSES

ACTING LESSONS

Alliance Theatre

INDUSTRY BOOTCAMP

AGI Entertainment

SKILLS

Social Media, Content Creation, Storytelling, Scriptwriting, Video Production, Acting, Voice-Over, Adobe Premiere, Final Cut Pro, Production Coordination, Editing, Creative Concept Development, Pre-production Planning, Adaptability, Problem-solving, Camera Operation, Camera Maintenance.

LINKS

LinkedIn: www.linkedin.com, Portfolio: www.canva.com.

ADDITIONAL INFORMATION

ACTING EXPERIENCE

Background Acting

- BMF (Black Mafia Family) on Starz: Portrayed various roles including a server, high school student, and patron.
- BMF (Black Mafia Family) on Starz: Played photo double for the character "Nicole".
- Featured Netflix Film: Back in Action starring Jamie Foxx and Cameron Diaz: Featured as a club patron.