

**LAVET GRIPPER**  
**Office & Set Production Assistant**

Based in Los Angeles, CA & Atlanta, GA | 770-685-9817 | lavet.gripper@gmail.com

**TV/FILM EXPERIENCE**

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**CROSS VISION X PRODUCTIONS**

Atlanta, GA • September 2025

Total Praise (Working Title) | Short Film | 1st AD: Khaja Mapp

- Set Production Assistant
- Sound Utility/Assistant

**LOUD & CORRECT**

Atlanta, GA • May 2025 - Present

Video Podcast

- Producer & Co-host

**DEF JAM X EARL HONDO**

Los Angeles, CA • August 2024 - January 2025

“Fye”, “Back Outside”, “bout time” | Music Video Productions | 1st AD: Nick Sligh

- Set Production Assistant
- Production Coordinator

**MAD VISION PRODUCTION**

Los Angeles, CA • June 2024

I Would Die 4 U | Music Video Production | 1st AD: Violetta Petrusева

- Set Production Assistant

**WRIGHT PRODUCTIONS**

Los Angeles, CA • March 2024

Essence x Hollywood House | Live Event Production | 1st AD: Britt Pullie

- Set Production Assistant
- Assistant Office Production Coordinator

**STILLS X JAY PHOTOGRAPHY**

Los Angeles, CA • March 2024

Commercial Photoshoot | Director: Jay Matthew

- Set Production Assistant

**TAMMY DELE FILMS**

Atlanta, GA • August 2017

Office & Set Production Assistant Workshop | Tammy Williams

- Assisted on-set production crew by coordinating equipment setups, distributing scripts, and overseeing talent movement between scenes.
- Liaised with vendors and suppliers to procure essential props, costumes, and set materials within budget and schedule constraints.
- Supported production office operations by facilitating communication between departments, managing call sheets, and organizing script revisions.

**EDUCATION**

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**UCLA Anderson School of Management** – *MBA, Marketing*

Los Angeles, CA • June 2024

**Howard University** – *BBA, Marketing*

Washington,, DC • May 2017

**SKILLS**

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**Production & Administrative Support:** Calendar management, call sheet updates, file organization, meeting scheduling, note-taking, script tracking, task prioritization, travel coordination, vehicle operation (passenger vans, trucks)

**Communication & Coordination:** Confidential information handling, cross-department communication, executive support, follow-up tracking, phone and email correspondence, professional correspondence

**Project & Task Management:** Daily operations oversight, deadline management, logistical planning, task delegation, workflow organization

**Tools & Technology:** Adobe Creative Suite, basic editing software, basic sound equipment operation (mic setup, frequency adjustment), database management systems, Dropbox, Google Workspace, Microsoft Office Suite, Slack, Zoom