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| Jamie Laurent |
| |  |  | | --- | --- | | Receiver | (123) 456 7890 | | Open envelope | [email@gmail.com](https://www.resumeviking.com/templates/word/) | | Map with pin | 123 Anywhere Street, Any City |   **Video Production Assistant** |

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| **User PROFILE** |
| Pioneering junior Video Production Assistant with 18 months experience, seeking a new position at Eagle Productions. Excellent listening and communication skills and CIDQ certified. Highly proficient using Adobe, Dreamweaver, and Film Design Software such as Illustrator and Hootsuite. |

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| **Briefcase WORK EXPERIENCE** | |
| **06/2016-10/2020** | **Production Assistant (Video) – Warner Brothers**  # Managed the bookings for guests, the green room traffic, and any guest suites.  # Researched story ideas and then compiled footnotes and gathered footage for presentation.  # Completed Video Production-scriptwriting, audio editing, and mixing using the Avid non-linear editing system. |
| **06/2014-05/2015** | **Production Assistant (Video) – Disney**  # Maintained and assisted with Production Acquisition. |

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| **Graduation cap EDUCATION** |
| **Ashford University (2019)**   * Bachelor in Digital Media |
| **Red Studios (2017)**   * Basic Sound Engineering |
| **Hootsuite (2016)**   * Hootsuite Professional |
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| **Muscular arm SKILLS** | |
| **Editing** |  |
| **Patching** |  |
| **Technology** |  |
| **Animation** |  |