|  |
| --- |
| 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** |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **Graduation cap EDUCATION** |
| **Ashford University (2019)*** Bachelor in Digital Media
 |
| **Red Studios (2017)*** Basic Sound Engineering
 |
| **Hootsuite (2016)*** Hootsuite Professional
 |
|  |

|  |
| --- |
| **Muscular arm SKILLS** |
| **Editing** |  |
| **Patching** |  |
| **Technology** |  |
| **Animation** |  |