

FIRST NAME LAST NAME

City, State | emailaddress@provider.com | Phone Number |
linkedin.com/in/firstnamelastname/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Bachelor of Arts in Communication Studies, emphasis in Media Studies, May 20XX

Northern Illinois University, DeKalb, IL

GPA: 3.8/4.0

Communication Studies Scholarship Recipient, 20XX

Lambda Pi Eta Communications Honor Society, Inducted 20XX

PRODUCTION EXPERIENCE

Freelance Production Assistant, April 20XX – Present

Various Organizations, Chicago, IL

- Experience working on various sized sets, from 2 – 50 people
- Consistently excel in dealing with talent
- Act as a swing to provide assistance where needed, ensuring a smooth production
- Credits include Kitchen Crashers, The Onion, and Insurgent
- *Full list of production credits available upon request*

Production Intern, January 20XX – March 20XX

WGN-TV, Chicago, IL

- Participated in all aspects of production to learn from team members
- Assisted with pre-production work for live remotes, including St. Patrick's Day Parade
- Screened and dubbed tapes weekly, ensuring an up-to-date tape library

Production Coordinator, May – August 20XX

Student Film – Northern Illinois University, DeKalb, IL

- Supervised set-up and tear-down of set for award winning student film
- Delegated tasks to 3 Production Assistants
- Collaborated with Director and Writer to anticipate production needs
- Managed budget for film, including costs for props, equipment rentals, and space use

ADDITIONAL EXPERIENCE

Team Member, March 20XX - Present

Caribou Coffee, Sycamore, IL

- Collaborate with teammates to ensure customer satisfaction
- Decreased waste through attention to detail to ensure accuracy in orders
- Motivated team by demonstrating positive attitude and encouraging others