

Mary Jones

Production assistant resume

KNOWLEDGE OF

Photoshop

Print production

Editing techniques

Running errands

Scheduling appointments

Studio filming

Diary management

Setting up cameras

Researching stories

Clearing copyrights

Proof reading

PERSONAL SKILLS

Creative flair

Fast learner

Perseverance

Impeccable punctuality

Forward planning

Responsible

'Can do' attitude

PERSONAL DETAILS

*Mary Jones
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF
England, UK
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CAREER OBJECTIVE

A real problem solver with a hands on attitude, who has the added ability to hit the ground running. Mary has an enthusiastic approach to work and is proactive in knowledge sharing, both key attributes that are needed to keep any department running smoothly. She has a keen interest in the arts and an ability to read music. She is currently looking for a rewarding role and an opportunity to be part of a rapidly expanding company.

ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<i>2011 - 2012</i>
Diploma in Mass Communications	Pass
<i>Birmingham South High School</i>	<i>2008 - 2011</i>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

PRODUCTION SKILLS ACQUIRED WHILST STUDYING

- Undertaking general research for programmes.
- Delivering contracts, film clean-up, photographing locations and putting up signs.
- General office administration; stationery ordering, dealing with telephone enquiries, photocopying, booking meetings, managing petty cash and responding to general production related enquiries.
- Creating promotional material.
- News writing, editing, production, live studio and remote programming operations.
- Preparing and distributing briefing notes and scripts.
- Assisting in the editing and post-production of video and media projects.
- Audio visual devices.
- Graphic design and using InDesign/Quark/Illustrator software.

KEY ATTRIBUTES

- Adaptable and responsive to change.
- Continually building relationships at all levels across the business.
- Swiftly responding to all emails and queries.
- Able to work with minimal supervision.

SELECTED ACHIEVEMENTS

Wrote an article about New Media that was published on a major Media website.
Completed a Personal Development Course in Workplace Health & Safety.
Fluent French and Spanish speaker

HOBBIES & INTERESTS

Mary enjoys travelling and regularly goes abroad with a group of friends, so far they have travelled to over twenty three different countries. In her spare time she is also a volunteer for a local dog's home and a number of other animal welfare charities.

REFERENCES – Available on request.



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