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Rasheikca Platt

Objective

Creative and driven production assistant with experience supporting production teams in all stages of development, pre-production, production, post-production, delivery and marketing of media content. Valued as a competent and proactive behind-the-scenes leader ensuring production events are executed smoothly and efficiently.

EXPERIENCE

V Awaken Production, Savannah Ga

– Key Production Assistant/Background Casting Director | *The Crickets Dance*

September 2019– October 2019

- Organized and filed Director's notes for the shoot
- Ran errands for the Director and Associate Producer
- Set up weekly production meetings
- Assists in setting up lighting and sound equipment
- Provided Apple boxes for filming crew
- Proofread Scripts under supervision of head writer
- Coordinated with Actors' PAs regarding schedules and preferred meals
- Assisted directors and producers in selection of background extras
- Gathered extras for film production
- Held casting calls and picked the most suitable extras for designated roles
- Coordinated with production assistant for casting budget
- Called extras and ensured their availability for film dates
- Read the script and created a list of probable extras, standings, and photo doubles
- Recommended background to directors and producers based on their resumes and demo reel
- Negotiated contracts and deal memos

- Served as an advocate between the director and crew as well as background extras

Bron Studios, Savannah, Ga – Production Assistant | *The birth of a Nation*

May 2015 – June 2015

- Prepared progress report for the producer
- Escorted Actors and actresses to and from their trailers
- Assisted in setting up lights and camera
- Assisted in installation of audio and video equipment
- Collected, secured and delivered scripts
- Arranged transportation to and from the set
- Filed data on transportation and meal expenses
- Assisted in lockup and crowd control
- Organized meals for film crew

Pinewood Studios , Savannah, Ga – Production Assistant | *Ant Man*
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AUGUST 2017 – November 2017

- Photographed film sites and put up signs
- Prepared and distributed location maps
- Drove staff from office to proposed location
- Delivered contracts to suppliers
- Delivered contracts, scripts, schedules, and deal memos
- Assisted in lockup to prevent pedestrians from walking onto the film set
- Setup Video conference meetings
- Photocopied memos and scripts
- Answered phone calls, filed paper works and did data entry
- Made coffee for the staff
- Ran errands for staff

Pinewood Studios, Atlanta, Ga – Production Assistant | *Ant Man*

October 2015 – November 2015

- Reviewed demo reels resumes and promotional photos.
- Prepared special casting requirements and script review.
- Provided information to self-represented performers and talent agencies.
- Scheduled callbacks and second auditions.
- Conducted contract negotiations between performers agents and production companies.

EDUCATION

Savannah Technical College, Savannah, Ga — *Film Academy
Certification*

June 2014 - July 2016, Savannah, Ga