

David Lane

MULTIMEDIA AND FILM PRODUCTION SPECIALIST

(912) 318-8547

Dtlane21@gmail.com

Savannah, GA 30410

Detail-oriented professional with excellent communication, interpersonal and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

COMMERCIAL PRODUCTION ASSISTANT

Savannah, GA

Facebook/Havoc Content Films

November 2022 - December 2022

- Communicated with other crew members via walkie-talkies to coordinate production activities.
- Stored and organized filming equipment and other assets for production.
- Set up client meetings and coordinated travel arrangements for producer.
- Acted as runner to distribute messages or items within film crew and cast.

FILM PRODUCTION ASSISTANT

Savannah, GA

TV One/Hillionaire Productions

June 2022 - June 2022

- Demonstrated equipment operation techniques and daily procedures to newly hired employees.
- Prepared sets by transporting equipment and supplies to locations and properly positioning people and props.
- Supervised wardrobe, hair and makeup needs for actors simultaneously on set.
- Transported crew to and from hotels, airports and venues.

LOCATIONS PRODUCTION ASSISTANT

Savannah, GA

Blumhouse Productions

June 2022 - June 2022

- Notified supervisors of project progress, equipment needs and notable expenditures.
- Conducted venue site visits and collated necessary documentation to assess feasibility for production.
- Communicated with vendors to coordinate production and shipping schedules.
- Stored and organized filming equipment and other assets for production.

LOCATIONS PRODUCTION ASSISTANT

Savannah, GA

Warner Bros/Kiki Tree Pictures

March 2022 - April 2022

- Stored and organized filming equipment and other assets for production.
- Conducted crowd control by putting up signs and directing pedestrians away from filming.
- Supervised wardrobe, hair and makeup needs for actors simultaneously on set.
- Prepared sets by transporting equipment and supplies to locations and properly positioning people and props.

LOCATIONS PRODUCTION ASSISTANT

Brunswick, GA

Marvel Studios/Walt Disney Pictures

October 2021 - November 2021

- Conducted venue site visits and collated necessary documentation to assess feasibility for production.

- Drafted, printed and distributed important paperwork to crew members.
- Communicated with other crew members via walkie-talkies to coordinate production activities.
- Supervised wardrobe, hair and makeup needs for actors simultaneously on set.
- Stored and organized filming equipment and other assets for production.

LOCATION PRODUCTION ASSISTANT

Hulu/Universal/Entertainment Partners LLC

Savannah, GA

September 2021 - November 2021

- Organized media contact lists and entered new client information into company databases.
- Inspected media equipment and products for damages and reported findings to supervisors.
- Conducted venue site visits and collated necessary documentation to assess feasibility for production.
- Communicated with vendors to coordinate production and shipping schedules.

EDUCATION

BACHELOR OF SCIENCE (B.S.) IN MULTIMEDIA AND FILM PRODUCTION

May 2021

Georgia Southern University, Statesboro, GA

SKILLS

- | | |
|--------------------------------------|----------------------------------|
| • Locking Up Sets | • Location Scouting |
| • Location Shooting | • Managing Extras |
| • Set Construction | • Film Crew Support |
| • Proficient in Adobe Creative Cloud | • Proficient in Microsoft Office |
| • Mac OS and PC Proficient | • Video/Audio Editing |
| • Cinematography/Photography | |

REFERENCES

Comia Flynn — Hillionaire Productions LLC Key Production Assistant *Manager*

(912) 844-6765

flynnstyle2014@gmail.com

Todd Helms — Sony Pictures Television Assistant Locations Manager *Manager*

(912) 245-4732

th03794@georgiasouthern.edu

Sara Alread — Marvel Studios Key Assistant Location Manager *Manager*

(912) 399-1445

saraalread@gmail.com