

# John Smith

## Production Coordinator

john.smith@email.com

123-456-7890

Los Angeles, CA

johnsmith.website

linkedin.com/in/johnsmith johnsmith.portfolio

## Summary

Results-driven Production Coordinator with 5+ years of experience in the film industry, skilled in managing production schedules, budgets, and teams to deliver high-quality projects on time. Proficient in film production software, with a strong understanding of industry standards and best practices.

## Experience

Production Coordinator Jan 2020 - Present  
FilmVision Productions Los Angeles, CA

Coordinate and manage production schedules, budgets, and teams to ensure timely and within-budget delivery of film projects.

- Managed a team of 10 crew members to achieve a 25% increase in production efficiency
- Coordinated with directors, producers, and other stakeholders to ensure alignment with project goals and objectives
- Utilized film production software to track progress, identify bottlenecks, and optimize workflows

Assistant Production Coordinator Jun 2018 - Dec 2019  
CinemaWorld Productions New York, NY

Assisted in managing production schedules, budgets, and teams to support the delivery of film projects.

- Assisted in coordinating with directors, producers, and other stakeholders to ensure alignment with project goals and objectives
- Helped to manage a team of 5 crew members to achieve a 15% increase in production efficiency
- Utilized film production software to track progress and identify areas for improvement

## Education

Bachelor of Arts Sep 2014 - Jun 2018  
University of California, Los Angeles Los Angeles, CA  
Film Production 3.5

## Skills

Film Production  
Project Management  
Team Management  
Budgeting  
Scheduling  
Communication  
Problem-Solving

## Languages

English Native  
Spanish Intermediate

## Hobbies

Photography

## Certificates

Film Production Certification  
Jun 2019  
Film Production Institute  
Certification in film production, covering topics such as production planning, budgeting, and scheduling

## Awards

Best Production Coordinator  
Jan 2020  
Film Festival  
Award for outstanding performance as a production coordinator in the film industry

## References

Jane Doe, Producer  
Supervisor  
jane.doe@filmvisionproductions.com