

MR

Mark Reynolds

Assistant producer with a strong foundation in project coordination
A detail-oriented professional with four years of experience in assisting production teams across TV, film, and digital projects. Skilled in research, communication, and logistical planning to support seamless project execution.

PROFESSIONAL EXPERIENCE

ASSISTANT PRODUCER | SKYLINE PRODUCTIONS, DENVER, CO
AUGUST 2019 – PRESENT

- Support the production of TV commercials and corporate videos, ensuring timely completion of project deliverables
- Conduct research for scripts and assisted in editing content for accuracy and coherence
- Scheduled meetings and coordinated with vendors, maintaining a 95% on-time rate for deliverables





PRODUCTION ASSISTANT | MOUNTAIN FILMS, DENVER, CO
JUNE 2017 – AUGUST 2019

- Managed set logistics, including transportation and catering, for feature films and documentaries
- Provided administrative support to the producer, including budget tracking and meeting minutes

EDUCATION

Bachelor of Arts in Communications | University of Colorado
Boulder, CO | May 2017

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  Denver, CO

KEY SKILLS

- Scheduling
- Research and analysis
- Communication
- Workflow optimization
- Script editing