

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