# JULIAN MERCER

**PRODUCTION ASSISTANT**

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

## PROFESSIONAL SUMMARY

Production Assistant with 3+ years on scripted series, commercials, and unscripted shoots in Los Angeles. Keeps sets running through call-sheet distribution, lockups, talent and crew wrangling, and fast, reliable errands. Known for calm communication and arriving early to every call time.

## PROFESSIONAL EXPERIENCE

**Set Production Assistant** Jan 2025 - Present
**Warner Bros. Television, Burbank, CA**

- Support a multi-camera comedy series on stage, handling call sheets, sides, and daily distribution for a crew of about 80.
- Run background-actor check-in for up to 60 extras a day, confirming vouchers and wardrobe so every extra reaches set on schedule.
- Lock down stage entrances during takes and radio the first assistant director when traffic stopped the shoot, with no interrupted takes in a season.
- Prepare and distribute 22 episode scripts and revision pages in the correct color order, with no outdated pages found on set.
- Run daily coffee, craft service, and meal counts for each shoot day, helping the team stay within the per-diem budget.

**Production Assistant** Feb 2024 - Dec 2024
**NBCUniversal Television, Universal City, CA**

- Assisted the production office on an hour-long drama, logging deliveries, processing petty cash, and keeping the office supply budget on target.
- Reconciled petty cash and receipts weekly with the production accountant, with no unexplained variances.
- Drove talent and department heads between the studio lot and location sites, keeping every pickup within a five-minute window.
- Set up and struck locations before and after shoots, including permits posted, signage, and parking maps for 70 vehicles.
- Scanned and organized contracts, start paperwork, and deal memos into the production's shared drive for the coordinator.

**Production Assistant (Freelance)** Jun 2023 - Jan 2024
**Anonymous Content, Los Angeles, CA**

- Worked 12 days on commercial and branded-content shoots, covering base camp, craft service, and talent transport.
- Managed sign-in sheets and daily call-time tracking for crews of 30 to 50 on each shoot.
- Handled equipment runs to rental houses, returning gear with checked paperwork and no damage claims.
- Learned slate and clapper-loader basics from camera assistants and filled in on a short documentary shoot.

## CORE SKILLS

Call sheet distribution | Set lockups | Radio communication | Background check-in | Script and revision handling | Petty cash and receipts | Location setup and strike | Talent transport | Craft service coordination | Movie Magic Scheduling basics | Google Workspace | Safety awareness on set | Reliable driving

## EDUCATION

**Bachelor of Arts in Film and Television Production**, Loyola Marymount University, Los Angeles, CA

## CERTIFICATIONS

Safety Pass, Contract Services Administration Trust Fund | First Aid and CPR/AED, American Red Cross | Valid California Driver License