

# SUMMER RANALDSON

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## OBJECTIVE

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Seek the position of Film Production Assistant

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## SUMMARY OF QUALIFICATIONS

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- Exceptionally Dependable, Proven ability to be punctual, strong ability to follow directions precisely and willingness to work long hours, strong enthusiasm, with professional attitude, Great ability to make quick decisions, Profound ability to work under pressure and to be responsible for anything done including mistakes, excellent computer, art, and photography skills, and excellent driving record.

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## WORK OF EXPERIENCE

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May 22,23 2010 Blackmaled Productions/Life's Poison-Short Film  
Cleveland, Ohio

*Film Production Assistant*

- worked closely with the assistant director, producer, and production team
- Attend and time production rehearsals
- Oversee the timing during a shoot or show
- Deal with production enquiries from members of the public
- Liaise with the camera and sound crew during studio recordings
- Organize the production and distribution of scripts
- Conduct research; complete all necessary paperwork

November 15, 2008 Red40productions/Fire(Up in the Air)- MTV Music  
Video Cleveland, Ohio

Film Production Assistant

- Worked closely with the assistant director, and production team
- Oversee the timing during a shoot
- Organize the production and distribution of scripts
- Conduct errands for art director
- Set up lights and green screen

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## EDUCATION

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January 2008-May 2010 Cuyahoga Community College/Center  
of Creative Arts/Rock and Roll Archive Museum Cleveland, Ohio  
*Associate Degree in Media Arts and Studies*

- Dean's List-Fall 2009
- Dean's List- Spring 2009

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## EXTRACURRICULAR ACTIVITIES

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Cleveland City Club, Member  
Digital Cinema Group, Secretary

LANGUAGES

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Spanish- written

REFERENCES

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Jackie Patterson Lawyer 678-614-3302

Harold Crawford Costume Designer 323-899-6799

Kia Piedizzi Assistant Director 646-458-1927