

Jack E. Lynch

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SKILL SUMMARY

Administration: Prioritize, organize, and delegate workload for production deadline. Efficiently provide support for office staff. Provide information for crew when upper-level production staff is unavailable. Coordinate production meetings and take notes for staff. Keep a detail inventory list of production equipment. Distribute and collect crew deal memos, materials, and time cards. Run errands for production staff.

Technical: Avid Media Composer 6, Red Cine X Pro, Microsoft Word, Excel, Final Draft, Canon DSLR cameras, Red cameras (Red One, Epic, Scarlet), Photoshop, File maker Pro, Mac and PC proficient, log tapes, call sheets, script breakdowns, script coverage, and scheduling.

Strengths: Troubleshooting and resolving issues on set, collaborating with co-workers, building and maintaining long lasting work relationships; Excellent interpersonal skills, hardworking, dedicated, creative, receptive, and punctual.

PRODUCTION EXPERIENCE

Tiny Commando (Web Series) Feb. 2013 – March 2013	Set P.A./Transport	Producer: Ed Helms
Banahama Bicycle (Promo) Jan 2013	Set P.A.	Director: Thomas Mignone
American Idol (TV) December 2012	Set P.A.	Producer: Mike Deffina
The Guess Room with Rich Eisen (TV) Nov. 2012	Set P.A.	POC: Barry Barclay
Pay As You Go Solar (Promo) Oct. 2012	Set P.A.	Director: Thomas Mignone
LA Slasher (Feature) Sept. 2012 – Oct. 2012	Set P.A.	Director: Martin Owen
Gamma Ray (Music Video) Sept. 2012	Set P.A.	Director: Alberto Belli
Boys and Girls Clubs (Promo) Sept. 2012	Set P.A.	Director: John Burns
Falcon Song (Feature) Aug. 2012	Set P.A./Transport	1 st A.D.: Jim Simone
Tumble Weed (Feature) May 2012 – June 2012	1 st A.D.	Director: Emilio Russo
All I Have In This World (Web Short) April 2012	1 st A.D.	Director: Beno Blanko
First Communion (Short) March 2012	Producer	Director: Blaine Dunkley
My Favorite Movie (Feature) Dec. 2011 – March 2012	Associate Producer	Producer: Isaac Marble
Pitch 406 (Promo) Nov. 2011	Set P.A.	Producer: Isaac Marble
Pink Gloves Boxing (Promo) Oct. 2011	1 st A.D.	Director: Marin Rogers
Bear Tooth NBC (TV) May 2011 – Nov. 2011	Office P.A.	Producer: Kristin Price
Crimson Winter (Feature) Feb. 2011 – May 2011	2 nd A.D.	1 st A.D.: Martin Rogers
Man Vs. Food; Butte, MT (TV) Aug. 2010	Set P.A.	Producer: Dan Kornfeld
Deviant Art (Commercial) July 2010	Set P.A.	Producer: Ian Lyman
The Vessel (Feature) June 2010	1 st A.D.	Director: Terry Tychon

TRAINING

Montana State University Bozeman 2008 – 2010	Business Finance	60 credits of course work
United States Navy 2006-2008	Radioman	Honorable Discharge