

**Rachel Schmitt**  
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**OBJECTIVE:** Seeking a job as an office P.A.

### **QUALIFICATIONS**

My experience in assisting the business owner of a production company makes me confident that I am a suitable candidate for the position. I go above and beyond in all my responsibilities, whether I am communicating with clients or completing the office chores. As an office P.A. for your company, I will carry out every task professionally and efficiently.

### **RELATED EXPERIENCE**

*January 2012-Present* **Office Assistant, Prince Productions**

- Address clients' questions through email and over the phone
- Operate the business using Google Apps
- Process contracts and billing
- Retrieve supplies for the office
- Prepare shooting schedules

### **SPECIAL TRAINING**

*February 2013* Quixote **P.A. Bootcamp**

- Read and understood production documents
- Communicated in production language
- Assembled sides and script revisions

### **EDUCATION**

- 2010-2013 BA, California State University Fullerton
- 2006-2009 AA, Orange Coast College
- 2002-2006 Diploma, El Toro High School