

Jonathan Brock

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PROFILE

Looking to work as a production assistant in television/film.

EXPERIENCE

Office Intern, Comedy Bang! Bang! Season 2, Los Angeles, CA 2013

Providing assistance to the post-production team. Going on runs. Filing paperwork. Craft service. Making copies. Maintaining the cleanliness of the office.

Surveillance, Precise Investigative Services, Whittier, CA 2013

Surveilling subjects without being detected. Gathering footage. Tailing vehicles. Taking accurate notes of subjects' activity. Writing case reports.

Office Clerk, Barry Brock CPA, San Dimas, CA 2009-2013

Answering phones. Greeting clients. Filing paperwork. Making copies. Scanning files. Shredding documents. Running errands. Delivering files to clients.

Sales Associate, Staples, Pasadena, CA 2010

Helped customers with general promotions in-store. General knowledge of products. Recognized, priced and stored merchandise. Assisted in receiving and deliveries. Cashier duties. Built furniture.

Production Assistant, Sabertooth Interactive, Venice, CA 2009

Provided administrative assistance to the production staff. Pick-ups and drop-offs. Handled and managed production equipment. Maintained craft service table.

EDUCATION

Pasadena City College - Currently enrolled.

Temple City High School - Class of 2008

OTHER

Volunteered at the Los Angeles Film Festival 2013.

SKILLS

Mac and Windows proficient. Knowledge of Microsoft Office and iWork. Basic Final Cut Pro skills. Fast typer (90 WPM).