

JIMMY"GRIZZ"GRISAFFI
26329 Oak Highland Drive # C
Newhall, CA 91321
(661)526-9323 (cell)
jimigrizz49@yahoo.com

OBJECTIVE:

TO BECOME AN EXECUTIVE ASSISTANT, ASSISTANT DIRECTOR, ASSISTANT TO HEAD OF PRODUCTION, ORGANIZING PRODUCTION, SUPERVISING CREWS STRONG SUPPORT SKILLS

HIGHLIGHTS OF QUALIFICATIONS

- Professionally trained Class A CDL Driver, with all endorsements including passenger, for over 14yrs.
- Experienced Studio Production Vehicle Transportation with the ability to manage Motor Homes, Honey Wagons, Production Wardrobe and Make-Up Trailers, Custom VIP, Wells Cargo Restrooms, Teamster Local 104 Arizona, SIRREEL Studio Production Rentals, King Kong Production Vehicles, Moving Stars Production Vehicles, ZIO Production Vehicles, Delivery and setup on location, maintain all vehicles on location. Former Universal Studios Tour Tram Driver.
- Over ten year's professional experience working as a #1 On Set Production Assistant.
- Three years professional experience as a #3 Grip and a Grip Truck Driver
- Strong experience as a Trainer for Production Assistants for various Major Production Company's
- Layout Board and Floor Mats Specialist, Feature Movies, Home and Studio Prep, Setups
- Proven ability to manage multiple tasks in fast-paced work environments.
- Management Equally skilled working independently or as a member of a team.
- Detailed-Oriented and Strong Organizational Skills.
- Producer's Assistant, CEO Assistant, In charge of all personal obligations, transactions and authorizations
- Completed various seminars and trainings classes in Production.

PROFESSIONAL PRODUCTION SUPPORT EXPERIENCE

- Established successful relationship and maintained personal contact with Transportation Captains and Transportation Coordinators, also with Production Managers and Coordinators
- In charge of home prep on set, layout board, and floor mats for location managers
 - Trained Grips and Electricians to develop crew base in Arizona, working with RSI Film Training, Phoenix
Film Office and the Governor's Film and Television Commission, responsible for building sets and set dresser
 - Ran cable for lighting equipment, set up lights, light fixtures, added backdrops, sound equipment, grip Equipment, Stage Hand, Set Dresser, and other areas of production support
 - Supervised twenty staff members, making sure all rental equipment orders were fulfilled successfully
 - Responsible for billing and invoicing, processed final billing to various production companies
 - Made sure trucks were loaded and delivered to specific locations in a timely manner
 - Executed daily operations of shipping, receiving, pickup production vehicles, production rental equipment
 - Reviewed master production schedules and work orders to coordinate equipment pickups

EMPLOYMENT HISTORY

Jimmy Grisaffi Independent Contractor, Newhall, CA, **Class A Driver, Teamster 104, Motorhomes, Honeywagons, Production, Make-up, Wardrobe Trailers** 2007-Present
Jimmy Grisaffi Studio Production Locations, Granada Hills, CA. **Supervisor**
2006-2009

RSI Film Training, Phoenix, AZ	Trainer	2005-2008
Executive Car Leasing Hollywood, CA.	Driver/All Major Awards	2005-2008
Sunset Grip and Lighting, Hollywood, CA	Grip/ Grip Truck Driver	2002-2005
Sunset Expendables and Production Rental, Hollywood, CA	Equipment Supervisor	1992-2005

EDUCATION College of the Canyons, Valencia, CA **(Business Management)**