

James Loeffler

jamesandrewloeffler@gmail.com • 310-570-9352

[LinkedIn](#) • Los Angeles, CA

Production Assistant / Grip

Car owner, clean driving record

Highly motivated and creative individual credited with a bachelor's degree in TV Production, dependable and hardworking, team player, detail-oriented, problem solver with strong organization and communication skills to manage multiple high-priority projects, meet deadlines, and have the determination to follow through within a fast-paced but fun work environment, despite long hours always working at 100%.

Areas of Expertise

- Pre & Post-Production Operations
- Live Events & Filming
- Set up and breakdown of lights
- Staffing & Workflow Planning
- Run power
- Run errands
- Lock down
- Communicate on set between director / producer and crew
- Quality Assurance & Management
- Props Setup & Grip Work
- Slate Board
- Tape mark down positions of actors and lights
- Set up and breakdown of C stands
- Lenses change out with DP
- Sandbags
- Manage boom pole
- Assist with rigging equipment
- Set up flags
- Pick up & delivery of lunch, manage food cart
- Set up and breakdown of sets and equipment
- Assist in sound testing
- Sound assistant and mic set up
- Distribution of walkie-talkie and earpieces
- Cross-functional team collaboration
- Equipment Pick-up and Drop-off

Professional Experience

Hazel's Ghost LLC, Film – Séance G&E PA	November – December 2022
EHP Productions, Film – October Falls DP Assistant	October 2022
Director Robert Zazzali, Film – Shark Girl Grip/Lighting / Production Assistant	September 2022
Producer Jane Kim and Shana Brewer, Film – Purple Grip / G & E Swing	August 2022
76 Film Production, Film – Old Man Grip / Production Assistant / Background	August 2022
Producer and Director Damien Bianco, Film – Whatever It Takes Grip / Production Assistant / Sound Grip	July - August 2022
Director: Colton Tran; Producer Luke Genton, Film – Sorry, Charlie Production Assistant	July 2022
Predestined Arts and Entertainment, Feature Film – Lipstick Production Assistant	May – June 2022

J. Ben Bourgeois Productions, Inc., Live Events

Production Assistant / Grip

Holiday Lighting Celebration	November 2022
2022 Rodeo Drive Concours d'Elegance	June 2022
Eli Broad Screening & Memorial Reception	June 2022
African Sunnyland / African Parks	May 2022
Holiday Lighting Celebration	November 2021

JL Sheetmetal Inc., Los Angeles, CA

2013 – 2022

Assistant

Spearhead and streamline all activities associated with loading and unloading of vehicles in compliance with given instructions. Implement high attention to detail skills in finalizing finish work, including lite polishing of metals, specifically stainless steel.

- Provided reliable assistance as a customer service representative to navigate and move equipment between job sites and vendors for ensuring smooth execution of ongoing project operations.
- Demonstrated hands-on experience in operating a diverse range of power tools, including but not limited to jacks and cranes while actively facilitating with moving of large equipment.

Additional Experience

Video Editor Intern, Hollywoodtrax, Los Angeles, CA

Cinematographer/Photography, Hvnted Los Angeles, CA

Education

Bachelor of Arts, TV Production (2021)

Mike Curb College of Arts, Media & Communication, California State University Northridge, Los Angeles, CA

Technical Proficiencies

Adobe Premiere (Special effects, basic edits, color grading) | Microsoft Office | DSLR cameras (Canon 60d)

Professional Development

Digital Film Making Academy, UCLA, Los Angeles, CA

PA Bootcamp – a two-day workshop