

KAYLEE CAVNAR

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I am a detail oriented and creative assistant with strong interpersonal and communication skills. I am a quick learner who is efficient at providing support and assistance to my employer and their team. I am a responsible, dependable, punctual individual who can multitask and be very attentive to detail. I am always eager to learn and be challenged. Seeking to gain more experience within the film and television industry.

SKILLS

- Proactive and enthusiastic
- Social and people oriented
- Performs well under pressure
- Able to pivot quickly and swiftly
- Organized and thorough
- Efficient at planning and coordinating

EXPERIENCE

Television Production Assistant | *The Rookie, Fatal Attraction, 911 and The Sympathizer* -

Assisted with running first team, background and basecamp | September 2021 - Current

- Execute various tasks as needed under direction of assistant directors
- Facilitate process of getting actors through the works and onto set
- Continue to create relationships with cast
- Coordinate with the assistant directors and other production assistants to convey information effectively from the director to each department
- Assist with handling background actors and getting them set ready

Personal and Family Assistant | CEO of Production Company (NDA) | September 2021 - December 2022

- Managed and organized a calendar of weekly appointments and events
- Communicated with family to assist with scheduling appointments
- Ran errands and performed tasks such as grocery shopping and mailing packages
- Drove kids to and from school and other extracurriculars

Nonunion Promotional Production Assistant | *Netflix* | October - December 2022

- Heavily assisted in various departments such as wardrobe, property and set decorating
- Helped producers with preparation and errands leading up to shoot days
- Prioritized talent and their team to ensure a swift and timely schedule
- Responsible for setup and breakdown of set

EDUCATION AND TRAINING

Graduate | Los Angeles Film School | Hollywood, CA | September 2020 - March 2022

Graduated with an Associates of Arts degree in Film Production

- Learned and executed key facets of production including directing, acting, writing and editing
- Gained hands-on experience working with multiple cameras, sound equipment and lighting
- Achieved proficiency in key production technology, including Avid Media Composer, Adobe After Effects, Photoshop, Pro Tools, Movie Magic Scheduling and Final Draft
- Collaborated with other students creatively on multiple short films and scene recreations