

MATTIQUA GREGORY

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SUMMARY

Organized and dedicated TV Production Assistant with experience in numerous TV genres. Ability to perform well under pressure and with a great attitude.

EXPERIENCE

December 2019 – Present

Office Production Assistant

- Worked directly with Line Producer, Production Manager and Production Supervisor
- Organize, upload and file various paperwork
- Complete production runs in a timely manner
- Researched a number of topics
- Opened and maintained production office, including, but not limited to, keeping stock of crafty and office supplies
- Coordinated daily crew meals of various sizes
- PRODUCTION COMPANIES: **MTV, HBO MAX, SHELTER FILMS**

April 2019 – Present

Production Assistant

- Worked directly with Executive, Field and Associate Producers
- Obtained and managed appearance, location and material releases in field
- Handled petty cash and receipts
- Driving crew to various locations
- In charge of maintaining contestant paperwork
- Ensure set cleanliness
- Maintain crafty
- PRODUCTION COMPANIES: **HBO, ABC, NBC, YOUTUBE, COOKING CHANNEL, FOX SPORTS**

SKILLS & ABILITIES

- File and Data Management, including Continuity Photos
 - Google Drive
 - Dropbox
 - Completing PO's
 - Multitasker
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