

# Jacques Philippe

12132 Hart St., Apt. #301

North Hollywood, CA 91605

Phone: (718) 864-7761 / Email: Jacques.a.philippe88@gmail.com

## PRODUCTION ASSISTANT EXPERIENCE:

Fixer Productions	YSL	Commercial	Set P.A.	DEC '18
Columbia Pictures	Equalizer 2	Featured Film	Set P.A.	OCT '17
Broadway Pictures Ent	Assassin Behind The Glass	Featured Film	Office P.A.	AUG '17

## OTHER EXPERIENCE:

- Proxy Specialist – Updated Stockholders on new proposals, Data Entry
- Customer Service Representative – Assisted customers with necessary tasks
- Technical Support – Aided proxy specialist with computer malfunctions, Updated Software
- Inventory Manager – Maintained adequate inventory levels, Transport items to storage facility

## JOB TRAINING:

*Streetlights Production Assistant Program*, Fall 2018. This P.A. training and placement program teaches the skills necessary for basic P.A. knowledge including: map-reading, vehicle rental procedure, set protocol, petty cash management, walkie-talkie usage, etc. Trainees become familiar with film and television production vocabulary, equipment, hierarchies, and day-to-day operations through 240 hours of hands-on training.

## SKILLS:

**General Office Skills:** Answering phones, customer service, copying, faxing, attention to detail

**Computer Skills:** Microsoft Word, Excel, PowerPoint, Final Draft, Adobe Premiere, Final Cut, Photoshop

**Production Skills:** Drive passenger vans, pickups and production cube (automatic), Forklift Certified

## EDUCATION

Becker College - Worcester, MA

Business Management

2009