

# ADAM ECKERT

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## PROFESSIONAL SUMMARY

Self-starting Production Assistant with comprehensive understanding of technical operations and customer support services required in video, television and film production and distribution. Demonstrated to collaborate with colleagues, partners and external vendors to provide on-time delivery. Fast learner with expertise in modern digital media content, mobile video, and applications. Adept at managing relationships and interacting professionally with team members within organizations and with external clients.

## SKILLS

- Film Crew Support
- Location Shooting
- Set Construction
- Production Support
- Locking Up Sets
- Managing Extras
- Running Errands
- Verbal and Written Communication
- Adobe Premiere Pro
- Returns Pickup
- Creative Strategies
- Critical Thinking

## WORK HISTORY

MAY 2022-MAY 2022

**Production Assistant** | Bowstring Studios | Tucson, AZ

- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Completed wide range of tasks in diverse filming areas to support operations.
- Worked closely with the Lead Grip to provide effective assistance for specific aspects of the shoot.

MAY 2022-MAY 2022

**Production Assistant** | Pulse Films | Tucson, AZ

- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Completed wide range of tasks in diverse filming areas to support operations.
- Maintained schedules, managed deadlines and interfaced with teammates to support production activities.
- Managed digital assets and resources for business, promotional

and routine filming use.

MARCH 2022-MARCH 2022

**Production Assistant** | Beta Productions | Benson, AZ

- Stayed alert, active and ready to respond to any request at any time using variety of available resources.
- Communicated with other crew members via walkie talkies to coordinated production activities.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Completed wide range of tasks in diverse filming areas to support operations.

SEPTEMBER 2021-NOVEMBER 2021

**Set Decorator** | Warner Media | Tucson, AZ

- Developed space planning concepts, color palette selections and textile presentations.
- Participated in furniture selection and documentation of specifications.
- Consulted with clients to determine architectural preference to meet overall design goals.
- Interfaced effectively with contractors and vendors to resolve issues and discuss ideas.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

MARCH 2021-APRIL 2021

**Boom Microphone Operator** | Monsoon Production Company | Marana, AZ

- Controlled microphones, sound levels and outputs to produce high-quality tracks for variety of clients.
- Regulated sound qualities and volume levels during recording sessions to produce desired outcomes.
- Performed sound quality checks and front-of-house mixing to maintain company sound system.
- Prepared, packed and transported audio equipment for events and location shoots.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working

environment.

- Maintained energy and enthusiasm in fast-paced environment.

## EDUCATION

JUNE 2020

**Associate of Arts:** Digital Media And Art With Focus in Film  
Pima Community College, Tucson, AZ