
Gabrielle Sunshine Neilson

P: 520.449.7203 **E:** gabriellesneilson@gmail.com

<https://www.linkedin.com/in/gabrielleneilson>

SUMMARY

Enthusiastic and hardworking Set & Office PA with a Bachelor's of Science in Creative Media and Film and an Arizona FILM READY Crew Production Assistant Certification. Proven ability to work collaboratively and efficiently in fast-paced film production environments.

SKILLS

- Verbal and written communication
- Creative, time-efficient problem solving
- Knowledge of set safety protocols
- Attention to detail
- Microsoft Suite
- Google Suite

EXPERIENCE

Arizona FILM READY Crew Production Assistant Intensive, Flagstaff, AZ - Trainee

AUGUST 2023

- Learned essential Production Assistant knowledge including ensuring safety and maintaining set etiquette.
- Developed understanding of how to successfully collaborate within a crew hierarchy, manage petty cash, and communicate effectively on set.
- Proficiently operated walkie-talkies, set up basic gear, and completed tasks efficiently.

National Student Leadership Conference, Los Angeles, CA - Program Director

DECEMBER 2022 - JULY 2023

- Diligently managed office tasks, including precise data entry and daily program schedule maintenance.
- Exhibited professional communication via email and phone with guests and businesses.
- Implemented effective organization of digital workspaces and files, optimizing office workflow.

Northern Arizona University's UTV Studios, Flagstaff, AZ - Office & Set Production Assistant

AUGUST 2021 - MAY 2023

- Supported production of student shorts while striving for professionalism.
- Expertly tracked production purchases and organized receipts, ensuring budget adherence.
- Orchestrated transportation and lodging for actors.
- Skillfully managed errand runs, contributing to overall production efficiency.
- Supported craft services, company moves and other on-set functions.

EDUCATION

Northern Arizona University, Flagstaff, AZ - B.S. Creative Media & Film, Summa Cum Laude

AUGUST 2020 - MAY 2023

CERTIFICATIONS

Arizona FILM READY Crew Production Assistant Certification - Arizona Film & Digital Media

Awarded August 2023