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# Susan Hoggard

## Production Assistant

Phoenix, AZ 85022

(443) 559-7593

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Trained Production Assistant with a background in the restaurant service industry looking to bring my skills and experience to a professional film production set.

Motivated and excited to learn and grow within the film industry.

## EXPERIENCE

### Bartender/Server

Phoenix, AZ

03/2015 – Current

- Demonstrated exceptional customer service and multitasking skills during high traffic hours in the restaurant.
- Thorough understanding of Arizona liquor laws and regulations.
- Maintain cleanliness of the bar and service areas.
- Anticipated and addressed guests service needs.
- Performed hosting duties including managing take-out, answering phones, greeting and seating guests, taking reservations, ect.

## EDUCATION

### Arizona Film Initiative, AZ

12/2023

- Attended a weeks-long intensive course created by the Arizona Film Office to prepare students for the on-set duties and etiquette of a professional production assistant.
- Learned about the role of production assistants specific to various departments including AD PA, DP PA, Hair/Makeup PA, Truck PA, etc by industry professionals who specialize in their respective departments.

### Scottsdale School of Film and Theatre

08/2022 – Current

- Pursuing Associate in Applied Science for Motion Picture/TV/New Media Production
- Pursuing Certificate (CCL) in Editing
- Additional coursework completed in film production, screenwriting, lighting, and cinematography

## AWARDS

- Arizona FILM READY Crew Production Assistant Certification