

Name Here

Development Assistant

Mobile: xxxxxxxxxxxx Email: jonstewart@hotmailorgmail.com
- Car owner with clean UK license - Based in xxxxxx

Development assistant looking for a new challenge. Experienced assisting in the development process within feature film production, providing support to the Head of Development via diary, administrative and research. *(Add here any of the key skills the job spec lists)*

Development Experience

Production company - Development Assistant - Jan 2016 - May 2016

- Supports the development team with initial research.
- Read over 100 scripts and provided detailed coverage (examples on request).
- Dealt with a variety of administrative duties, such as updating the database, making bookings, petty cash and filing.
- Diary management for the department.
- Kept a record/database of script readers.
- Log submissions and sent rejection letters to screenwriters.
- Provided PA support to the head of development.

Production company - Freelance Script Reader - Jan 2016 - May 2016

- Providing coverage for up and coming production company xxxx
- Working to deadlines.
- Faultless attention to detail, keeping reports concise and informative.
- Have read over 60 scripts during my time working on an ad hoc basis.

Internships

Production company - Internship - Jan 2015 - May 2015

- Worked with the development team on a variety of projects.
- Took on research duties for potential locations.
- Provided due diligence with regard to contractual work.
- Assisted the development assistant with admin and keeping on top of the database.
- Assisted a line producer for two days as they created a budget for a potential project.

- Assisted the producer with paperwork and filing.

Script reader talent pool - work experience - June 2015 - July 2015

- Given the opportunity to read strong and weak scripts.
- Received detailed feedback on the coverage I submitted, making my work stronger in the future.

Proficient with the following software:

- MS Office including Word, Excel, Powerpoint
- Photoshop
- Familiar with both PC and Mac operating systems.

Education:

University of Life. BA (Hons)History
A-Levels in Geography, Biology and History.

Industry Reference

Name here

Office Manager

Contact details on request

Name here

Position

Contact details on request