

CATE PETTEWAY

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Industrious production assistant motivated to enhance productivity and performance on set. Bringing 12 years of related experience as an actor combined with Premiere Pro proficiency and on set film expertise. Focused, reliable, and conscientious about handling details. Listens to directions, takes the initiative, and is an asset to any production team.

EXPERIENCE

AUG 2018 – CURRENT

TALENT COORDINATOR, TOMORROW PICTURES

Created a talent database by uploading headshots, resumes, and relevant data to an accessible location for future casting use. Organized talent based on features and personal characteristics. Evaluated talent for use in a project on their abilities and skills.

AUG 2018 – CURRENT

PRODUCTION ASSISTANT, TOMORROW PICTURES

Helped set up and take down equipment on sets. Helped load and unload equipment off sets. Identified and set aside equipment in need of maintenance or repair. Monitored the filming areas and ensured cleanliness and meticulous organization. Helped director with planning and completing shots. Operated camera and sound equipment. Remained alert, active, and ready to respond to any request at any time using variety of available resources.

EDUCATION

MAY 2019

HIGH SCHOOL DIPLOMA, LASSITER HIGH SCHOOL

Graduated with honors, completed four years of Biomedical STEM Program with certificate

SKILLS

- Proficient in Premiere Pro
- Training and developing talent
- Social media management
- Fast learner
- Spreadsheet development
- Acting
- Follows directions without delay
- Leadership qualities