



# Brooke Reynolds

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 (904) 314-4824

 St Petersburg, FL, 33713

## ADDITIONAL SKILLS

Proactive Problem Solver  
Passionately Dedicated  
Organized & Hard-Working  
Attention to Detail  
Adaptability & Flexibility  
Positive Professional Attitude

## CERTIFICATIONS

Full Specialist / FS894103

## CAREER OBJECTIVE

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Passionate and dedicated Production Assistant with over 16 years of service industry experience. Enthusiastically seeking to provide support throughout the production process. Organized, detail-oriented, and able to maintain positive energy while under pressure.

## EXPERIENCE

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### PRODUCTION ASSISTANT

*AEW/Ignite Studios/WarnerMedia, Jacksonville, FL / Mar 2022 - Mar 2022*

Assisted production with behind the scenes documentary style shoot during live event.

Responsible for maintaining green room food and beverages while ensuring cleanliness and order.

Ability to comply with NDA to maintain secrecy for super fan surprise.

Efficiently transport equipment via car using strong navigational skills.

### BROADCAST GRAPHICS

*OutKick/FOX Sports, Jacksonville, FL / Oct 2021 - Oct 2021*

Organize and execute full screen and lower third graphics for live sports broadcast.

Detail-oriented with the ability to multi-task and follow directions in a fast-paced environment.

Performed well under pressure with no previous motion graphics knowledge.

### PRODUCTION ASSISTANT

*VOX/Chase Marriott Bonvoy, St. Augustine, FL / Jul 2021 - Jul 2021*

Supported Director and Producer during venue scouts.

Conscientiously organized lunch orders and crafty to meet the needs of multiple dietary restrictions in a timely manner.

Responsible for taking home walkies for charging/maintenance between shoot days.

Enthusiastically provided production crew support while meeting talent needs.

### ON-SET PROP MASTER

*The EDGE Rock Gym, Jacksonville, FL / Dec 2019 - Jan 2020*

Responsible for planning, creating, and acquiring props for filming.

Creatively problem solved to produce props within tight budget restrictions.

Ability to adhere to safety guidelines while operating power tools and hazardous materials.

Collaborated with Art Director for set dressing and prop styling.

### ON-SET PROP MASTER

*Production Service Hub LLC, Jacksonville, FL / Jul 2019 - Aug 2019*

Responsible for standby props during filming, able to maintain continuity throughout production.

Excellent communication and educate talent on prop handling.

Collaborated with Art Director on set design and construction.

Enthusiastically assisted SFX makeup artists with creature creation.

## REFERENCES

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References available upon request