
Ronald Alceack

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754.2154.0444

Oviedo, FL

Summary

Detail-oriented office/on-set production assistant with 3 years of experience and 3 year of Security Guard experience. Excellent time management skills and speed without sacrificing quality. As well as highly experienced in safety risk analysis, de-escalating conflicts and controlling behaviors. Background includes monitoring entrances, facility grounds and closed-circuit feeds. Leverages excellent listening and service skills in emergency response and evaluation procedures. Studying and learning more of the Film Industry as I go forward.

Skills

Customer service, Computer literacy, Time management, Communication skills, Microsoft word, Bilingual, Guest services, English, Security, Computer skills

Experience

Penguin Point

Office Production Assistant - Oviedo, FL

04/2021 - 03/2022

- Help prepare the set with lights, props, equipment etc. Assist costume designers, directors, camerapeople and other crew members
- Print and distribute daily paperwork (e.g. scripts, call sheets) Escort actors around the filming area and coordinate extras
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc.
- Act as a runner distributing messages or items within film crew and cast
- Perform administrative work (answering phones, paperwork etc.)
- Undertake errands as assigned Delivered and retrived mail for the Producer and Director

MESSY PICTURES

Production Assistant - Oviedo, FL

11/2022 - 04/2023

- Help prepare the set with lights, props, equipment etc. Assist costume designers, directors, camerapeople and other crew members
- Print and distribute daily paperwork (e.g. scripts, call sheets) Escort actors around the filming area and coordinate extras
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc. Act as a runner distributing messages or items within film crew and cast
- Perform administrative work (answering phones, paperwork etc.)
- Undertake errands as assigned Delivered and retrieved talent and resources for the Producer and Director around set

Apple Productions, Inc

Office Production Assistant - Daytona Beach, FL

01/2024 - 02/2024

- Help prepare the set with lights, props, equipment etc. Assist costume designers, directors, camerapeople and other crew members
- Print and distribute daily paperwork (e.g. scripts, call sheets)
- Escort actors around the filming area and coordinate extras
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc.
- Act as a runner distributing messages or items within film crew and cast
- Perform administrative work (answering phones, paperwork etc.)

- PERFORM ADMINISTRATIVE WORK (ANSWERING PHONES, PAPERWORK ETC.)
- Undertake errands as assigned Delivered and retrieved mail for the Producer and Director

Marksman Security Corporation

Security Guard - Oviedo, FL

11/2022 - Present

- Performed physical security duties such as monitoring surveillance equipment, patrolling the building, and conducting perimeter checks
 - Improved customer service by offering a friendly greeting and making sure the elevator was working while waiting for customers to enter
 - Actively tracked and reported all major vulnerabilities to ensure the company remained compliant
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Education

Film & Movie Production

Seminole State College Oviedo, FL

05/2025

Languages

English, Haitian; Haitian Creole