

PERSONAL

- Name**
Kesha Bradley
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KESHA BRADLEY

Creative professional with 8+ years of experience in supporting production teams in all stages of production, including marketing, editing, and filming of media content. Seeking to leverage field experience and Bachelor of Arts in Video Production into a role as a production assistant.



WORK EXPERIENCE

- Apr 2018 - Jul 2023**
Production Assistant
XYZ Films, Arlington, TX
 - Review scripts, maintain show calendar, and schedule guests for producers.
 - Coordinate a range of administrative and technical activities, such as supporting light and sound, allocating scripts, and managing errands for 20+ shoots per year.
 - Demonstrate creative expertise to edit and film 75+ local television ads.
 - Support team of 25+ directions, set designers, producers, and stylists to locate talent and props for commercial shoots.
- Sep 2016 - Jul 2018**
Production Assistant
Ahoj Films, Dallas, TX
 - Scheduled and participated in production meetings, maintained production shoot lists, and booked venues for shoots.
 - Gained an understanding of field shoots, such as lighting set up and prepping for optimal pictorial and sound quality.
 - Accurately recorded performers' performances and bookings while scheduling booking and production for shows.



EDUCATION AND QUALIFICATIONS

- 2019**
PA Bootcamp
Los Angeles, CA
- 2014**
Bachelor of Arts in Video Production
Art Institute of Dallas, Dallas, TX



SKILLS

- Adobe Creative Suite** ★★★★★
- Adobe After Effects** ★★★★★
- Film and Television Production** ★★★★★
- Adobe Premier** ★★★★★
- Filming Techniques** ★★★★★
- Adobe Illustrator** ★★★★★
- Analytical Thinking** ★★★★★