

Ashley Lee

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Website Link: <https://www.ambivertashleyproductions.com>

Objective: To obtain a position as a production assistant in the film/television industry.

Education

University of Nevada, Las Vegas (UNLV) Las Vegas, NV
Bachelors of Arts in Film, Minor in Journalism and Media Studies December 2021
Graduated Magna Cum Laude GPA: 3.92
Concentration: Film Production

Relevant Coursework

- Advanced Directed Studies in Film (Internships & Special Projects)
- Cinematic Structure
- Documentary Techniques
- Film Production I
- Intro to Screenwriting/Screenwriting I
- Script Supervising and Continuity Style
- Film Editing

Project Experience

Craft Services Assistant | *Riot in Bloom* Oct 2022
• Worked with Craft Services and the Art Department for a feature film

Production Assistant | *HOME: A Mother of 3000* May 2022
• Assisted the Art and Sound/Lighting Departments for a documentary about a local organization

Co-Producer, Sound Design | *Windsor Park: The Sinking Streets* May 2021
• Collaborated on a short documentary for UNLV William S. Boyd Law School
• Official Selection Oregon Documentary Film Festival 2022

Writer, VO Artist, Editor, Sound Design, Photographer, DP | *Your Peaceful Getaway* Nov 2020
• Created a short film using Adobe Premiere and Adobe Audition for undergraduate classwork

Leadership Experience

Volunteer | **Various** Aug 2016- present
• Desert Oasis High School, Goodwill, Spread the Word Nevada, Assistance League of Las Vegas, Las Vegas Metropolitan Police Department, UNLV Volunteers, Three Square

Website Writer | **UNLV French Club** Nov 2021- Aug 2022
• Write blog post entries pertaining to the French culture

Vice President of Community Service | **National Society of Collegiate Scholars** Apr 2020- Dec 2021
• Initiate plans on how to serve the community every month

Skills

- Adobe Audition (audio production), Adobe Premiere Pro (film editing), Fade In (scriptwriting), Knowledge of general film set protocol, Word, Canva, Instagram, Twitter. Google Workspace, Slack, Asana, Basecamp, & Later

References

- Available upon request