
RUSSELL GINYARD

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PROFILE SUMMARY

Experienced production assistant with 2 years of experience overseeing all production staff. Familiar with all processes and maintenance requirements. Recognized for being: Booked crew, talent, vehicles, camera equipment, security and craft services for each location. Self-organized and quick – Can multitask with the ability to identify and prioritize tasks independently. Highly effective leader now seeking a position in a challenging environment, contributing to the goals and objectives exemplifying value added work.

CORE COMPETENCIES

- Perseverance.
- Adaptability.
- Consistent High Performance.
- Documentation.
- Product Knowledge.
- Photography.
- Modeling.
- Cosmetologist.
- License Georgia.
- Minnesota.
- Travel Agent.
- Airline Catering Operations.
- Decision Making.
- Time Management.
- Attention to Details.
- Good Communication Skills.
- Multi-Tasking.
- Conflict Resolution.
- Highly Organized.
- Critical Thinking.
- Quality Assurance.

PROFESSIONAL SKILLS

- Prepared for every day to be different from the last and approached each day with flexibility
- Organized travel and accommodations for anchors crew and production executives.
- Distributed schedules and edited copied and distributed scripts.
- Delivered communications between news director and production executives.

PROFESSIONAL EXPERIENCE

Netflix Production Assistant

They Cloned Tyrone - Atlanta

Nov 2020 -March 2021

- Covid PA - Health and Safety Department
- Ensured cast and crew were wearing proper PPE and following COVID-19 prevention and set protocols
- Monitor crew and enforce different working zones
- Prepped and sanitized set/location supplies and equipment
- Cleaned and disinfected high touch and traffic areas
- Assisted in sanitization and cleaning of production transportation vehicles

Very Vera Production Assistant

Master's Golf Tournament

2019

- Collaborated with team to launch product initiatives focused on enhancing client experience.
- Secured confidential documents, agreements and other sensitive information related to show production.
- Able to evaluate operational needs and implement strategies that increase productivity, enhance quality, and improve cost effectiveness.

Pearl Street Production Assistant**2019****Love Story - Atlanta**

- Supervised & maintained production budget, successfully preventing production from going over budget.
- Able to evaluate operational needs and implement strategies that increase productivity, enhance quality, and improve cost effectiveness.

NFL Network Production Assistant**2018****“Super Bowl 52 Live – Minneapolis**

- Supervised & maintained production budget, successfully preventing production from going over budget.
- Able to evaluate operational needs and implement strategies that increase productivity, enhance quality, and improve cost effectiveness.
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Production Assistant**BET Hip Hop Awards - Atlanta, GA**

- Collaborated with team to launch product initiatives focused on enhancing client experience.
- Secured confidential documents, agreements and other sensitive information related to show production.
- Able to evaluate operational needs and implement strategies that increase productivity, enhance quality, and improve cost effectiveness.

Production Assistant**Crossroads TV show - KSTC, Minneapolis, MN**

- Work across departments to address special needs and coordinate vendors on set during prep, filming and strike.
- Supervised & maintained production budget, successfully preventing production from going over budget.
- Able to evaluate operational needs and implement strategies that increase productivity, enhance quality, and improve cost effectiveness.

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Set Production Assistant**Commercial Soul Headphones - Extras Casting Atlanta**

- Work across departments to address special needs and coordinate vendors on set during prep, filming and strike.
- Supervised & maintained production budget, successfully preventing production from going over budget.

ADDITIONAL EXPERIENCE**2016****Delta Air Lines Production Assistant****Commercial - Los Angeles****Delta Air Lines Production Assistant****Commercial - Seattle****2016****Production Assistant****“BET Hip Awards - Atlanta, GA****2016****Delta Air Lines Production Assistant****Commercial - Detroit****2015****Production Assistant****BET Hip Hop Awards - Atlanta, GA****2015****Feb 2000 - 2001**

Assisted for Dayton's department store spring/summer fashion show

2005

Assistant stylist for KSTC TV - Minneapolis, MN

2003

Stylist for Avlon/Affrim Inc. - Chicago, IL

- Photo-shoot for the Midwest Beauty Show.

Jeffery Fashion Cares assistant - Atlanta, GA

2013

2012

Jeffery Fashion Cares assistant/volunteer - Atlanta, GA

Jeffery Fashion Cares volunteer - Atlanta, GA

2011

- Personal Stylist for various clients, Created wardrobes, shopping and reworking of closets providing them with consultative advice on season to season transitions.

Freelance Fashion Stylist - KSTC TV, Minneapolis, MN

2005 - 2007

- Style wardrobe for editorial and commercial photo shoots (Magazine, designer projects, catalogs).
▪ Selected Clothing pieces and accessories for every change on Set Minor Hair Styling on set.

WORK HISTORY

On Set

- Served as communication facilitator between the various elements involved in the production on the set – Performed all tasks, on and off set, as required by actor/director/producer to their complete satisfaction.
- Ensured that producers have the necessary materials prior to editing/audio sessions or shoots.
- Distributed paper documents, scripts and communication-systems through the set during the filming process – Supplied and maintained ever-ready stock of supplementary material.
- Prevented any unauthorized elements on the set, or any interference with the shooting process.

Off set

- Organized travel schedules, routes, and tickets for the production team, as well as meetings; internal and external Tracked manuscript development and reported progress to the producers.

FILMOGRAPHY

- Crossroads, (2006-2007 TV) KSTC.
- Madea Witness Protection, (2012 TV) Tyler Perry Studios.
- For Better or For Worse, (2010 TV/ Hairstylist) Tyler Perry Studios.
- Single Ladies, (2012 TV PA) CL Casting.
- Necessary Roughness, (2012 TV).
- Last Vegas, (2012 TV).
- The Game, (2012 TV).
- Soul Headphones, (2012 TV/ commercial shoot).
- The Last Vegas, (2012 PA).
- Single Ladies (2013).
- Have and Have Nots (2013) Tyler Perry Studios.
- Love Thy Neighbor (2013) Tyler Perry Studios.
- Have and Have Nots (2014) Tyler Perry Studios.