

TO

*T.J. Oleson*

## **Professional Summary**

Production Assistant with experience working in several professional film and television productions and 6 years of experience in all aspects of video production. Very hardworking, diligent and collaborative team player who is exceptionally skilled in multitasking and fulfilling set requests. Extraordinary communication skills and very detail-oriented with a can-do, personable attitude.

## **Work History**

**THE SUMMER I TURNED PRETTY – SEASON 2 – AMAZON – ADDT’L SET PA**  
**1<sup>st</sup> AD – Rudy Persico/ Scott “Sabre” Oberholzer – Key 2<sup>nd</sup> AD – Jordyn Ferguson/ Scott Hardwick**

Wilmington, NC

07/19/2022 – 11/07/22

- Served as Basecamp PA on Bauie + Rad photo gallery shoot
- Assisted with checking in, gathering, and transporting background extras to/from set
- Executed set lockups on various locations

**APPENDAGE – FEATURE FILM – SET PA – Key 2<sup>nd</sup> AD – Lindsay Stipanovich**  
Wilmington, NC

08/08 – 08/10/2022

- Distributed set walkies and kept inventory
- Executed set lockups on various locations
- Delivered set distro

**HIGHTOWN – SEASON 3 – STARZ – ADDT’L SET PA**  
**1<sup>st</sup> AD – Amy Lynn/ Steven Lafferty – Key 2<sup>nd</sup> AD – Tarin Squillante/ Lisa Mall**  
Wilmington, NC

05/12/2022 – 07/31/2022

- Cued background car drivers to their positions
- Relayed information to/from 1<sup>st</sup> AD while working with B camera
- Directed background actors on their actions for scenes

**GEORGE AND TAMMY – MINISERIES – SHOWTIME – ADDT’L PROPS PA**  
Wilmington, NC

1/24-1/26/2022

- Unloaded and set up instruments and sound equipment for on-stage set performances
- Provided chairs for cast, directors, and producers
- Loaded property equipment and ratchet-strapped in property trailer

**FLORIDA MAN - TV SERIES – NETFLIX – WALKIE PA/SET PA**  
**1<sup>st</sup> AD – Brian A. Galligan/ Michael Jefferson – Key 2<sup>nd</sup> AD – Megan Willis/ Michele Cusick**  
Wilmington, NC

9/13 – 12/09/2021

- Distributed radios to different departments on set, organized checkout lists on excel spreadsheets, kept inventory of radios, and filled out Lost and Damaged reports
- Operated studio bell to notify cast and crew when we were rolling or cut

**SECRET HEADQUARTERS – FEATURE FILM – PARAMOUNT PICTURES – COVID PA**  
Atlanta, GA

6/26 - 8/27/2021

- Checked cast and crew in at different set locations and recorded their temperatures
- Provide PPE Equipment to crew members and enforced COVID-19 Safety Protocol
- Helped set up check-in, testing, and catering stations

**MY BEST FRIEND’S EXORCISM – FEATURE FILM – AMAZON STUDIOS – COVID PA**  
Atlanta, GA

3/29 - 5/28/2021

- Checked cast and crew in at different set locations and recorded their temperatures
- Provided PPE Equipment to crew members and enforced COVID-19 Safety Protocol
- Sanitized stations and trailers before and after productions.

[tj.oleson@gmail.com](mailto:tj.oleson@gmail.com)

(919) 450-5931

Wilmington, NC

**Fully Vaccinated w/ Booster Shot**

- <https://www.tjoleson.com>
- <https://www.linkedin.com/in/tjoleson>

## **Skills**

- Radio Distribution/Inventory
- Set Lockups
- Background Check-In/Out, Transportation, and Direction
- Set Jargon/ Etiquette
- Taking/Distributing Lunch Orders
- Covid Protocol Enforcement
- Scheduling
- Teamwork/ Collaboration
- Video/Audio Production
- Content Development
- Adobe Creative Suite
- Google Suite
- Microsoft Office

## **Education**

05/2020

**Appalachian State University**  
Boone, NC

**Bachelor of Science: Communication -  
Electronic Media/Broadcasting -  
Production**

- Minor - Marketing
- *Summa Cum Laude*
- GPA: 3.85