




Richard O’Kane

Production Assistant/Office Assistant

CONTACT

18rjokane@gmail.com 
252-503-0427 
Wilmington, NC 

SKILLS

Budget Breakdowns
International Productions
Script Coverage
Keynote
Marketing Assistant
Producer’s Liaison
Microsoft Excel
MS Office Suite
Filmmaking Mentor
Office Assistant
Adobe Premiere Pro
Adobe Photoshop
Adobe Lightroom
Final Draft
Crew Van Driver

REFERENCES

- Michelle Roca, Production Mentor, michelleroca@gmail.com
- Shawn Harwell, Filmmaking Mentor, harwell.shawn@gmail.com
- Fred Ireland, Production Mentor, fbireland@gmail.com

PROFILE

A he/him filmmaker with five-plus years of on-set and office production experience ranging in budget and crew size; with a variety of positions scaling from Script Supervisor to Production Assistant. Graduate at one of the top film conservatories. Possess a first-hand insight into production workflows and set etiquette.

WORK EXPERIENCE

Production Assistant

- Making Waves, 2024
Music video- commercial w/ **Holiday Inn Club Vacations**
- Big Caddy, 2024
Commercial w/ **Arnold Palmer Spiked**
- Bayboro Pharmacy, 2024
Documentary w/ **Good Neighbor Pharmacy**
- Changing The Tide, 2024
- Acute Inflections, 2024
- Summer’s End, 2023
- Mila & Imran, 2022 -
co-production w/ **Konrad Wolf Film University**, Berlin
- Eggshells, 2022
- Hollow Walls, 2021
- Take Care, 2020
- The Red Snow, 2020

Production-Design Assistant

- Born Again, 2023
- Insight, 2023
- Movie Night, 2020
- Sideways, 2020

Script Supervisor

- Folly, 2023
- Perfect Fit, 2022
- Bruno, 2022
- Everything-Eater, 2021
- Tea Party, 2020
- That One Night, 2020

Grip & Electric

- Suga Brown, 2021
- Whale Song, 2020
- Kill The Cat, 2020

EDUCATION

- Bachelor of Fine Arts Filmmaking, Screenwriting – *University of North Carolina School of the Arts* (2023) Winston Salem, NC
- Associates of Science, Transfer Degree – *Carteret Community College* (2019) Carteret County, NC