



## PROFILE

**Innovative** and **dynamic** production assistant with experience and expertise in pre-production, production and post-production. **Every job deserves 110%** is my motto – and I don't stop until its done. From organizing shoots, to selecting talent, to organizing gear hire, I am **passionate** about every aspect of my work.  
My boss loves me.  
My clients love me.  
You will love me too.

## CONTACT

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## INTERESTS

Film Making  
Technology  
Bike riding

# OLIVER WILLIS

Production Assistant

## WORK HISTORY

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### **Screencraft Media – full-time**

March 2017 – present

*Production Assistant + Gear Manager + IT Manager*

#### Achievements

- Solo photography: Raytheon, Indigenous Grad Awards, NRMA
- Gear management
  - o Optimised storage for more efficient packing
  - o Complete inventory of gear
  - o Gear repair: hd monitor, vlock charger, barn door, Arri 650
  - o Maximise efficiency, added Ronin plate to VCT on tripod to halve switch time from Ronin to Handheld / Tripod.
  - o Maintained consumables stock levels
- Information Technology
  - o Set up Infortrend server and created doco
  - o Maintain and troubleshoot IT
  - o Facilitated server move and installation
  - o Implemented 1Password
  - o Orchestrated Office 365 switch
- Additional on set roles
  - o Filming Hive property shoots
  - o Recording audio for jobs
  - o Focus pulling on dance party shoot
  - o Setting up and running small livestreams
  - o Graphics operator
  - o Dolly and camera operating on livestreams
  - o Taking BTS stills

### **JB Hi-Fi – part-time**

November 2016 – August 2019

*Cameras and portables sales*

## EDUCATION

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### **University of Canberra**

Bachelor of Media Arts and Production

February 2018 – present (*Currently in 3<sup>rd</sup> and final year*)

### **Brindabella Christian College**

2016-2017 - Tertiary Education