



Briley Oakley

Production Assistant

Dedicated and professional production assistant with 5 years of experience. Gets the job done with charisma and joy all while striving for excellence. Detail oriented problem solving skills with a focus on communication and teamwork.

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Skills

Mental Health First Aide	●	●	●	●
Organization	●	●	●	●
Call Sheets	●	●	●	●
Story Boards	●	●	●	●
Spreadsheets	●	●	●	●
Adobe	●	●	●	●
Time Management	●	●	●	●
Craft Services	●	●	●	●

Education

2016 – 2020

BFA Acting

University of Cincinnati,
College-Conservatory of
Music (CCM)

2020 – Present

**Intimacy Coordination
(Ongoing Training)**

Intimacy Directors and
Coordinators (IDC)

- Completed Levels 1 and 2 for certification

Professional Experiences

June 2020 – Present

Production Assistant – Freelance

- Help set up and tear down equipment on location
- Maintain shot list and take numbers during filming
- Assist Camera Op with equipment and lenses
- Wrangle talent
- Order and pick up lunch and craft services

January 2020 – October 2020

Junior / Associate Producer – Drive Media House

- Create and maintain schedules and budgets for ongoing and upcoming projects
- Correspond with clients and agencies during production process
- Scout locations and talent
- Assist editor with basic edits using Adobe Premiere Pro

June 2019 – August 2019

Administrative Intern – Theater Mitu

- Log and process company receipts and payments
- Assist with grant applications and submissions
- Assist in creative development and set build for show

Achievement

2019 – Cindependent Film Festival Finalist

Directed and Produced College Student Short finalist,
"Glimpses"