

# AUSTIN INNIS

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## Summary

An adaptive self-starter and friendly production assistant with 4+ years of successful experience solving problems on set and keeping crew members alive.

## Areas of Experience

Client Relations, Production Support, Leadership, Conflict Resolution, Project Management, Retail Sales, and Data Entry. Software: Microsoft Office, Premiere Pro, Final Cut Pro, After Effects, Pro Tools, Audition, Logic Pro, Photoshop, Illustrator

## Skills

Asset Management, Project Pre-Flight, Video Staging, Video Editing, Sound Design, Production Assistant, Writing, Damage Control, Inventory, Set Construction, Network Installation, Audio Visual Setup and Installation, Event Production.

## Experience

Freelance Video Production, March 2023 - Present

Production Assistant • Sound Design • Video Editor

Assist the producer by running errands several days prior to filming, transport equipment and talent to set, set up craft services, and actively listen for crew and talent requests to make sure that everyone has what they need.

STEM Event Design, August 2023 - March 2024

Event Production Assistant • Inventory Assistant

Run through the game plans a month prior to check if any rentals need to be ordered or painted, load and transport florals and rentals to the event, and evaluate the rentals post-event to document anything missing or damaged.

Best Buy / Geek Squad, November 2022 - March 2023

Home Theatre Field Service Technician

Transport products from the warehouse to the client's home, install audio visual equipment, submit thorough documentation of the work performed, boost sales of Total Tech Memberships to clients.

Free Age Productions, May 2022 - Present

Internship • Freelance Production Assistant

Increase productivity by setting up the project folder, ingesting footage onto the timeline, generate proxies, duplicate project folder to both external drives, generate interview transcripts, and assist the editor by locating digital assets.

Independent Musician, August 2020 - Present

Audio Engineer • Multi-Instrumentalist

Record, mix, and master home studio recording sessions; grow and expand knowledge on various recording techniques.

Peninsulas, June 2019 - May 2022

Retail Associate • Manager

Engage with customers to provide a warm and friendly shopping experience, process and ship online orders, operate the Point Of Sales, incorporate new strategies to upsell, and manage the seasonal store in Harbor Springs, MI during the summers of 2020 and 2021.

## Education

Grand Valley State University

Bachelors of Arts Film & Video Production, Graduation Fall 2025