

JAKE MARSTON

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13 Hoffman Drive

Bozeman, MT

PROFESSIONAL SUMMARY

Offer support to production and post-production crew to enhance organizational efficiency and accomplish challenging targets. Well-organized, efficient and forward-thinking in multitasking to meet different demands. Talented planner, problem-solver and decisive supply manager with solid set and post-production background.

SKILLS

- Equipment preparation
- Time management
- Critical thinking
- Digital picture archiving
- Google Drive
- Multitasking



EXPERIENCE

Production Assistant/Grip/Digital Imaging Technician, National Geographic, Aug 2021 - Aug 2021, Bozeman, Montana

- Organized assets by collecting data from camera media, transcoding video and audio files and managing file backup to digital asset management system.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Accomplished administrative support tasks by helping to coordinate travel, housing, food, rehearsals, creative planning and scheduling.
- Maintained filming locations by straightening areas and removing trash.
- Completed wide range of task in diverse filming areas as needed.

Production Assistant, Netflix, Sep 2020 - Sep 2020, Bozeman, Montana

- Managed production with skilled reading and interpretation of work orders and coordination of necessary resources to accomplish objectives.
- Stayed ready for expected demands with proactive inventory monitoring and supply management.
- Transported crew, food, and equipment to and from production location.

Assistant Editor/Digital Imaging Technician/Production Assistant, The Hail Mary, Independent Film, Jul 2020 - Aug 2020, Bozeman

- Organized assets by collecting data from camera media, transcoding video and audio files and managing file backup to digital asset management system.
- Evaluated and selected scenes for pacing, entertainment value and continuity, trim shots and edit content.
- Performed post-production work, including assembling raw material, editing sound and sequences and providing final product within time and budget constraints.
- Supported current production needs by moving items between equipment, conveyors and staging areas.
- Accomplished administrative support tasks by helping to coordinate travel, housing, food, rehearsals, creative planning and scheduling.
- Maintained filming locations by straightening areas and removing trash.
- Completed wide range of task in diverse filming areas as needed.
- Digitized and logged footage.

Film Composer, Thanks For Calling - Independent Short Film, Oct 2019 - Dec 2019, Bozeman, Montana

- Thanks For Calling - Student Film.
- Bozeman, MT Collaborated with performers and producers to determine and achieve desired sound for production.
- Wrote and arranged music in original styles.
- Determined voices, instruments, harmonic structures, rhythms, tempos and tone balances required to achieve effects desired in each musical composition.
- Consulted with directors and producers to determine placement of musical cues and coordinate artistic vision.

Digital Imaging Technician, Thanks For Calling - Independent Short Film, Oct 2019 - Oct 2019, Bozeman, MT

- For Calling - Student Film, Dumped footage from hard drive to back up hard drives.
- Made proxies.
- Issue Resolution Film Crew Support Verbal and Written Communication Production Background Experience with Premiere Pro Synced sound.

EDUCATION

Montana State University, Film, Bozeman, MT, May 2022

President of the Student Board of the MSU School of Film and Photography