

JOHN CLEAVER

johndcleaver1@gmail.com |  LinkedIn |  Website (Portfolio) |  IMDb

SUMMARY

Screenwriter & PA with a lifetime of writing experience and a history of team-focused work; Detailed and passionate storyteller, organized and committed assistant.

FILM EXPERIENCE

Production Assistant

November 2024 – December 2024

Freelance -- Saint Peters, PA

- Collaborated with an experienced crew of over a dozen people for this film.
- Helped Director of Photography set up shots, assisted with camera operation.
- Helped set up and record sound -- utilized boom mic & called speed for audio.
- Sorted and distributed physical props, reorganized on-location kitchen, changed layout of on-location bakery floor, drove set vehicle.
- Gave feedback on the script and screen story, helping reorganize how we shot scenes.
- Conducted BTS photography.

Production Assistant

August 2024 – September 2024

NoDreamsWasted Productions -- Philadelphia, PA

- Collaborated with an experienced crew of eight people on a local short film.
- Helped with the set up and breakdown of scenes, utilizing the script to help choose what we would shoot, and how.
- Took notes on dailies, giving feedback for things like shot composition and quality, iffy camera movement, shot errors, framing, and lighting.
- Organized props, helped put together set.
- Assisted in sound work (gathered audio, recorded takes).
- Moved around and helped utilize camera & lighting equipment.

ADMINISTRATIVE/OFFICE EXPERIENCE

Assistant Technician

July 2021 – February 2022

OTIS Support Services -- Philadelphia, PA

- Proficient in various kinds of software including Adobe, Google, & Microsoft products.
- Assisted with database management; took inventory of in-lab utilities, rented equipment, etc.
- Various administrative/office duties: Recorded project timelines, managed email, scheduled maintenance checkups/meetings, filed folders, made copies, took technical notes.
- Made general technological check-ups and assisted with repairs. Handled computer and laptop problems brought or reported to us.
- Reported to various places in the building and on campus to make deliveries, set up various kinds of equipment, fix issues, and retrieve items.

VOLUNTEER EXPERIENCE

Philadelphia Unnamed Film Festival (PUFF)

October 2025

Philadelphia, PA

- Assisted in set up of lobby area, displaying merchandise to enhance guest experience.
- Greeted guests at front desk; Scanned and distributed tickets/lanyards, as well.
- Directed and ushered guests to screening theater, prioritizing their time.
- Maintained guest database and filmmaker list, smoothing logistical flow.
- Helped with technical support in the screening theater (projector and audio monitoring).

SKILLS

- **Google Suite, Microsoft 365, Adobe Creative Cloud Products**
- **Copywriting/Proofreading**
- **Set Work & Coordination**
- **Film Equipment Handling**
- **Screenwriting – Final Draft 13**
- **Script Coverage/Editing/Handling**

RELEVANT AFFILIATIONS

Group Effort Initiative, March 2023 – active participant

EDUCATION

University of the Arts, Philadelphia, PA

BFA in Creative Writing, Minor in Screenwriting

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August 2018 – May 2022