

JOHN CLEAVER

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

SUMMARY

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

WRITING EXPERIENCE

Create compelling scripts of various genres, telling stories of change, redemption, and human cost. Motivated writer who can both work independently and thrive in collaboration. Adept in screenplay structure and story development. Write until creative vision is realized and achieved.

- The Last Keeper – TV Pilot, Fantasy, 56 pgs.
- Gray Greene – Feature, Western, 108 pgs.
- The Sleepy Agent – Short, Comedy, 27 pgs. **(SEMIFINALIST – SCREENCRAFT SHORT FILM SCREENPLAY COMPETITION 2024)**
- The Ball – Short, Post-Apocalypse, Drama, 14 pgs.
- Mark – Short, Comedy, 13 pgs.
- The Survivor – Short, Drama, 3 pgs.

ADMIN/OFFICE EXPERIENCE

Assistant Technician

July 2021 – February 2022

OTIS Support Services -- Philadelphia, PA

- Assisted with database management and inventory.
- Various office duties: Recorded project timelines, managed email, scheduled maintenance checkups/meetings, filed folders, made copies, took technical notes.
- Reported to various places in the building and on campus to make deliveries, set up various kinds of equipment, fix issues, and retrieve items.

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.
- Organized and handled assets; 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.

SKILLS

- **Feature/TV/Short Writing**
- **Story Crafting & Development**
- **Script Coverage/Editing**
- **Script Supervising**
- **Google Suite, Microsoft 365, Adobe Creative Cloud Products**
- **Final Draft 13**
- **Confidential/Sensitive Material Handling**
- **Franchise/Pop Culture Knowledge**

RELEVANT AFFILIATIONS

Group Effort Initiative, March 2023 – active participant

EDUCATION

University of the Arts, Philadelphia, PA

BFA in Creative Writing, Minor in Screenwriting

--

August 2018 – May 2022