

# 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 worker.**

## 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.

## 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.

## COPY/EDITORIAL EXPERIENCE

### **Circulation & Editing Assistant**

**September 2022 – April 2023**

*Greenfield Library -- Philadelphia, PA*

- Copyedited & proofread media content and ongoing promotions (posters for media center).
- Contributed to website copy and blog that conveyed the message and spirit of the media center.
- Helped evaluate (proofread, edit) & run lit mag (while contributing my own writing as well).
- Assisted with ongoing projects (reorganization of both physical & digital sections).
- Shared personal passion of writing to help recommend books, comics, graphic novels and films.

## SKILLS

- **Google Suite, Microsoft 365, Adobe Creative Cloud Products**
- **Copywriting/Proofreading**
- **Set 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**