

Jillian Walls

Production Assistant | Office PA | Set PA

jillianmwalls@gmail.com | (206) 643-3335 | Chicago, IL | [Website](#) | [LinkedIn](#)

EDUCATION

DePaul University

Chicago, IL

Bachelor of Fine Arts in Film and Television Production (Directing)

Mar 2026

Dean's List Honors Student | Cumulative GPA: 3.98/4.0

PRODUCTION EXPERIENCE

Producer, Various Short Films (2025 – Present)

- Managed productions with average crew sizes of 25+, coordinating cast/crew availability, scheduling, locations, permits, and on-set logistics
- Organized and maintained central shared database (Google Drive) for scripts, call sheets, permits, and important department materials
- Tracked expenses and receipts ensuring accurate cost reporting and organized financial records, including timely payments and reimbursements

Production Coordination Experience, Various Short Films (2022 – Present)

- Supported 25+ productions across departments, coordinating schedules, crew communication, and on-set operations
- Assistant Director (1st/2nd/2nd 2nd) on 6+ short films managing, creating, and distributing call sheets and production schedules
- Script Supervisor on 8+ projects, tracking detailed notes, continuity, and script changes across departments to ensure alignment during production

Production Intern, Big Shoulders Digital Video Production (Jun 2025 – Aug 2025)

- Assisted with load-in/load-out, gear organization and on-set logistics for taped and live commercial productions
- Conducted on- and off-lot errands, including driving company vehicles to transport equipment and production materials between set and office
- Served as Production Assistant on 8 commercial shoots for clients including ComEd, The War & Treaty, and The Chicago Duck Derby

Production Assistant, *The Whitney Reynolds Show* – Season 9 (Aug 2024 – Dec 2024)

- Selected to coordinate live audience taping for holiday special, maintaining run-of-show, segment transitions, and overall audience and crew flow
- Greeted and liaised between talent, guests, and production team during tapings, ensuring smooth execution and professional communication
- Transcribed 15+ guest interviews and wrote 10+ blog posts, supporting social media content development, guest research, and editorial workflows

DEVELOPMENT & ADMINISTRATIVE EXPERIENCE

Peer Tutor

Chicago, IL

DePaul University Center For Writing-based Learning

Sep 2023 – Mar 2026

- Provided 1:1 editorial feedback, strengthening structure, clarity, and voice across written materials
- Managed scheduling and served as primary point of contact, handling phone, email, and Slack communications across tutors and writers
- Maintained documentation of sessions, sent out detailed writing reports, and tracked incoming and outgoing materials across multiple writers

Development Intern

Los Angeles, CA

World Builder Entertainment

Sep 2025 – Nov 2025

- Wrote coverage and creative notes for 15+ feature and pilot scripts, evaluating story, character, tone, marketability, and potential attachments
- Synthesized feedback into structured note documents to support development decisions and project viability
- Met weekly 1:1 with CEO to discuss industry trends, talent fit, and creative direction, summarizing key insights to inform development decisions

Development Intern

Syracuse, NY

American High

Aug 2024 – Jun 2025

- Evaluated 80+ screenplay submissions, assessing alignment with company brand, tone, themes, and target audience
- Compiled intern feedback into 8-10 page coverage reports, synthesizing perspectives into clear, actionable recommendations
- Maintained and optimized a coverage database, improving accessibility and cross-team tracking across active development slate

Creative Intern

Syracuse, NY

American High

Jun 2024 – Aug 2024

- Recognized by Head of Development for strong creative instincts and invited to contribute to a high-priority development discussion
- Built pitch deck and presentation for CEO outlining strategies to increase student ambassador program engagement across U.S. college campuses
- Reviewed peer coverage and confidential project updates to maintain awareness of active development slate and project progress

SKILLS

Production Office: Call Sheets, Calendar Management, Production Paperwork & Permits, Script Distribution, Database Tracking, Expense Tracking, Travel Coordination, Vendor Communication, Phone & Email Communication

Set Production: Lockups, Talent Support, Crew Runs, Gear Transport, Equipment & Vehicle Logistics, Walkie Etiquette, Background Coordination, Load-in/Load-out, Craft Services Support

Software: Google Workspace, Microsoft Office Suite, Airtable, Notion, Slack, Adobe Acrobat, Final Draft, Movie Magic Scheduling/Budgeting, Canva