

**Aidan Fitzsimons**

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**WORK**

**EXPERIENCE**

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On-Brand – Season 1  
Production Assistant  
Kearny, NJ / New York, NY  
March – May 2025 / July – July 2025

- Worked directly under the Key PA in handling package drop offs, including media hard drives, carrying out breakfast and lunch orders, along with crafty runs, and submitting all receipt forms at the end of each day
- Collaborated with the wardrobe department in moving racks to and from locations, as well as, organizing new materials in a fast and efficient manner
- Constructed various pipe and drape throughout the studio and on location in an efficient and effective way
- Responsible for picking up and maintaining crew vans from enterprise and using them for instructed runs and hotel pickups

Anchor Artists  
Art Production Assistant  
New York, NY / Boston, MA  
June 2025 –

- Responsible for the build and breakdown of sets used for catalog photography shoots
- Effectively communicate with the production designer and coordinator in carrying out the listed plans
- Tasked with efficiently reorganizing used set pieces and props at the end of shoots for repackaging

Cohn Creative Group  
Production Coordinator  
New York, NY  
March 2024 –

- Work closely with the producer and the director on 10+ corporate shoots
- Responsible for coordinating catering and crafty for cast and crew
- Collaborate with the director and producer to create shooting schedules and call sheets
- Effectively communicate with talent and their agencies, organize talent’s paperwork, including payment forms, call sheets, timesheets; and create teleprompter scripts
- Tasked with directing the talent from hair and makeup to set in an effective and timely manner.
- Manage talent’s timesheets and contracts to send to their respected agencies post-shoot
- Efficiently handle the repackaging and return of products used on set to their respected outlets

Galileo Media Arts  
Assistant Video Editor  
Saratoga Springs, NY  
October 2023 – February 2024

- Collaborated with the head editor and director/producer in creating high-end corporate video for various clients
- Effectively managed and transcoded raw media into proxy media post-shoots and assembled and edited three angled multicams, including audio
- Assisted the head editor with editing 2–3-minute radio edits, as well as 8 episodes of a financial podcast using Final Cut Pro X
- Edited 8 episodes of a high-quality investing podcast titled the Investing Ahead Podcast with Tom Curran
- Responsible for updating video editing equipment as well as effectively troubleshooting technical errors

Video Production Intern  
June – October 2023

- Contributed as a full-time production assistant and assistant camera operator on 9 corporate shoots for high-end clients, as well as a documentary film
- Responsible for organizing gear equipment for future shoots, transferring and importing media to NAS drive, logging and keywording raw media in Final Cut Pro X, and independently editing a video for a client
- Assembled and edited an audiobook (100 pages) for a corporate client using the Avid software Pro Tools
- Effectively organized and familiarized myself with camera, lighting, and audio equipment
- Assisted in constructing a professional podcast studio suitable for both video and audio
- Tasked with creating and producing an independent short film, handling all aspects of production

**EDUCATION**

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Providence College  
Bachelor of Arts: English; Minor: Film  
Providence, RI  
2019-2023

**SKILLS**

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Strong communication skills, strong organizational and planning abilities, excellent time management, detail-oriented, lifelong learner, efficient with MS Word, PowerPoint, Premiere Pro, Final Cut Pro X, Avid Pro Tools