

Kyle Varellie

Production Assistant | NJ/NYC Local Hire

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Based in Northern NJ - Able to work in NYC, NJ, and surrounding areas. Driver's license and car available. Available for full-time, part-time, and day-player work. Open to travel.

PROFESSIONAL SUMMARY

Resourceful and reliable production assistant with credits across reality TV, commercial, and live event shoots. Experienced in handling production runs, managing walkie comms, supporting script teams, and coordinating set logistics. Adaptable team player with strong communication skills, a professional on-set presence, and a proven track record across high-pressure studio, field, and corporate environments.

EDUCATION

Rutgers, The State University of New Jersey - Newark, NJ

B.A. in Political Science, Minor in Sociology | January 2024

EXPERIENCE

Production Assistant, Foreigner: Live at Ellis Island (Vertigo Live) – New York, NY | September 2025

- Supported stage and production managers and assisted with setup and breakdown
- Took lead on PA coordination during load-out under time and weather constraints
- Handled production errands and resolved parking access issues for crew

Production Assistant, Password Season 3 (NBCUniversal) – Kearny, NJ | August 2025

- Completed high-volume production runs and supported setup of production office
- Moved furniture and organized supplies across departments
- Assisted script team with copying, assembling, and distributing materials (scripts, face sheets, guest packets)

Production Assistant, King of Collectibles Season 3 (Netflix) – NJ/NYC | August 2025

- Drove production manager and gear to airport; managed rental vehicle return and logistics

Production Assistant, Figma IPO Video (Desmond Studio) – New York, NY | July 2025

- Supported videography team during Figma's IPO shoot at the New York Stock Exchange; managed walkies and comms
- Completed gear runs (B&H Photo Video), battery swaps, and maintained fire watch on high-value equipment
- Maintained professional presence in corporate setting with executives and VIPs

Production Assistant, Avantor "Master Sensors" & "LSP Solvent" Campaign (Bowstring Studios) – Bridgewater, NJ | July 2025

- Assisted with gear load-in/load-out and moved equipment between scene setups during multi-day shoot
- Coordinated crew meals and helped maintain on-set organization and readiness
- Supported monitor setup and provided general production assistance to director and crew

Production Assistant, FIFA Club World Cup (Rock-it Cargo/RockForce Logistics) – East Rutherford, NJ | June 2025 - July 2025

- Supported large-scale logistics for international tournament; moved gear, signage, and crew across zones

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- Helped set up and strike restricted areas including locker rooms, team compounds, and media zones
 - Maintained real-time communication with logistics leads to ensure timely deliveries and adjustments

Production Assistant, On-Brand with Jimmy Fallon Season 1 (NBCUniversal) – Kearny, NJ | April 2025 - May 2025

- Supported unscripted network shoot with set lockups, production runs, and crew communication
- Joined mid-production and quickly integrated with team to maintain continuity and set awareness
- Assisted across multiple departments in a fast-paced, multi-location studio environment

Production Assistant, 'The Pre-Roll - STONEDAGE' (Music Video) – Middletown, NJ | June 2024

- Supported director and small crew with timekeeping and shot coordination
- Assisted with equipment setup and breakdown in a flexible, fast-paced setting
- Provided problem-solving support for on-the-spot production needs

Production Assistant, 'Dinner with the Byrnes' (Short Film) – New York, NY | March 2024

- Safely and timely transported crew, equipment, and talent to/from locations
- Ran errands for production team and maintained working walkie equipment
- Assisted with general on-set tasks to support smooth shooting

SKILLS & CERTIFICATIONS

- Walkie etiquette | Equipment runs | Set lockups | Grip/lighting basics
- Comfortable with long hours and fast-paced environments
- Reliable transportation | Driver's license