

William Knutson

Set Dresser, Prop Assistant, Leadman

Phone Number (901) 850-6617

Email williamjkart@gmail.com

Address MEMPHIS, TN 38133

Dedicated worker with excellent communication, time management, artistic, and computer skills. Aiming to leverage my abilities to successfully fill the vacancy for your production. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

Set Dresser

Young Rock S3 / NBC Universal, Memphis, TN

Oct 2022 - Present

- Collaborated with those in charge of lighting and sound so that those production aspects can be coordinated with set designs and exhibit layouts.
- Set props, such as furniture, pictures, lamps and rugs.
- Inspected installed exhibits for conformance to specifications and satisfactory operation of special-effects components.
- Researched architectural and stylistic elements appropriate to time period.
- Coordinated transportation of sets built off-site and coordinated setup at use site.

Leadman

WWE & Applebee's, Memphis, TN

Jan 2023 - Jan 2023

- Completed assignments to meet customer response time objectives.
- Led and trained lower-skilled employees in safe and productive work procedures.
- Led and monitored safety and security procedures within crew.
- Inspected work performed by subcontractors and laborers to check conformance with specifications.
- Supervised personnel on job sites, reporting tardiness and disciplinary issues to appropriate stakeholders.
- Maintained company vehicles, equipment and tools in good working order.
- Interpreted variety of instructions furnished in written, oral, diagram and schedule form.
- Promoted strong safety behaviors and core company values to create safe work culture.
- Provided assistance to workers engaged in construction and extraction activities, using hand tools and other equipment.
- Ordered or requisitioned materials or supplies.
- Estimated material or worker requirements to complete jobs.
- Conferred with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Recorded information, such as personnel, production and operational data on specified forms and reports.
- Analyzed worker and production problems and recommended solutions, such as improving production methods and implementing motivational plans.
- Inspected work progress, equipment and construction sites to verify safety and to ensure that specifications were met.
- Assigned work to employees, based on material and worker requirements of specific jobs.

Leadman*Nike / Somesuch Inc., Memphis, TN**Dec 2022 - Dec 2022*

- Maintained company vehicles, equipment and tools in good working order.
- Promoted strong safety behaviors and core company values to create safe work culture.
- Inspected work performed by subcontractors and laborers to check conformance with specifications.
- Reviewed work orders and verified equipment prior to starting job.
- Interpreted variety of instructions furnished in written, oral, diagram and schedule form.
- Led and trained lower-skilled employees in safe and productive work procedures.
- Led and monitored safety and security procedures within crew.
- Located, measured and mark site locations and placement of structures and equipment, using measuring and marking equipment.
- Assigned work to employees, based on material and worker requirements of specific jobs.
- Trained workers in construction methods, operation of equipment, safety procedures, or company policies.
- Ordered or requisitioned materials or supplies.
- Conferred with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Inspected work progress, equipment and construction sites to verify safety and to ensure that specifications were met.
- Provided assistance to workers engaged in construction and extraction activities, using hand tools and other equipment.
- Recorded information, such as personnel, production and operational data on specified forms and reports.
- Analyzed worker and production problems and recommended solutions, such as improving production methods and implementing motivational plans.
- Supervised, coordinated and schedule activities of construction and extractive workers.
- Coordinated work activities with other construction project activities.
- Estimated material or worker requirements to complete jobs.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.

Leadman*Kia & St. Jude, MEMPHIS, TN**Nov 2022 - Nov 2022*

- Interpreted variety of instructions furnished in written, oral, diagram and schedule form.
- Maintained company vehicles, equipment and tools in good working order.
- Reviewed work orders and verified equipment prior to starting job.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Located, measured and mark site locations and placement of structures and equipment, using measuring and marking equipment.
- Conferred with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Ordered or requisitioned materials or supplies.
- Estimated material or worker requirements to complete jobs.
- Coordinated work activities with other construction project activities.

Leadman*Master Distiller S4 / Discovery & Magilla Entertainment, Dandridge, TN**Aug 2022 - Oct 2022*

- Interpreted variety of instructions furnished in written, oral, diagram and schedule form.
- Maintained company vehicles, equipment and tools in good working order.
- Led and monitored safety and security procedures within crew.
- Reviewed work orders and verified equipment prior to starting job.
- Conferred with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Suggested and initiated personnel actions, such as promotions, transfers and hires.
- Analyzed worker and production problems and recommended solutions, such as improving production methods and implementing motivational plans.
- Inspected work progress, equipment and construction sites to verify safety and to ensure that specifications were met.
- Trained workers in construction methods, operation of equipment, safety procedures, or company policies.
- Arranged for repairs of equipment and machinery.
- Recorded information, such as personnel, production and operational data on specified forms and reports.
- Estimated material or worker requirements to complete jobs.
- Assigned work to employees, based on material and worker requirements of specific jobs.
- Located, measured and mark site locations and placement of structures and equipment, using measuring and marking equipment.

Leadman

Powerade / Smuggler Inc., Memphis, TN

Oct 2022 - Oct 2022

-
- Maintained company vehicles, equipment and tools in good working order.
 - Promoted strong safety behaviors and core company values to create safe work culture.
 - Interpreted variety of instructions furnished in written, oral, diagram and schedule form.
 - Reviewed work orders and verified equipment prior to starting job.
 - Led and monitored safety and security procedures within crew.
 - Led and trained lower-skilled employees in safe and productive work procedures.
 - Provided assistance to workers engaged in construction and extraction activities, using hand tools and other equipment.
 - Arranged for repairs of equipment and machinery.
 - Recorded information, such as personnel, production and operational data on specified forms and reports.
 - Inspected work progress, equipment and construction sites to verify safety and to ensure that specifications were met.
 - Assigned work to employees, based on material and worker requirements of specific jobs.
 - Conferred with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
 - Analyzed worker and production problems and recommended solutions, such as improving production methods and implementing motivational plans.
 - Estimated material or worker requirements to complete jobs.
 - Trained workers in construction methods, operation of equipment, safety procedures, or company policies.
 - Located, measured and mark site locations and placement of structures and equipment, using measuring and marking equipment.
 - Supervised, coordinated and schedule activities of construction and extractive workers.

Art Swing

- Prepared sketches, illustrations and detailed drawings of sets, and graphics and animation.
- Researched architectural and stylistic elements appropriate to time period.
- Submitted plans for approval and adapted plans to serve intended purposes, and to conform to budget and fabrication restrictions.
- Produced displays and materials that was used to decorate windows, interior displays and event locations, such as streets and fairgrounds.
- Prepared rough drafts and scale working drawings of sets, including floor plans, scenery and properties to be constructed.
- Read and analyzed scripts, providing summaries with comments on structure, characters and general opinions.
- Notified supervisors of project progress, equipment needs and notable expenditures.

Set Dresser

Footjoy / Sanctuary Content, Memphis, TN

Jul 2022 - Jul 2022

- Set props, such as furniture, pictures, lamps and rugs.
- Observed sets during rehearsals in order ensured that set elements do not interfere with performance aspects such as cast movement and camera angles.
- Acquired, and arrange for acquisition of, specimens and graphics required to complete exhibits.
- Inspected installed exhibits for conformance to specifications and satisfactory operation of special-effects components.

Production Assistant

peacock / Magilla Entertainment, Memphis, TN

May 2022 - Jul 2022

- Transported crew to and from hotels, airports and venues.
- Drafted, printed and distributed important paperwork to crew members.
- Notified supervisors of project progress, equipment needs and notable expenditures.
- Tracked company inventory counts and ordered new equipment to prevent shortages.
- Used charismatic and approachable personality to connect with clients.

Production Assistant

A&E / Six West Media, Memphis, TN

Jul 2022 - Jul 2022

- Drafted, printed and distributed important paperwork to crew members.
- Used charismatic and approachable personality to connect with clients.
- Communicated with vendors to coordinate production and shipping schedules.
- Notified supervisors of project progress, equipment needs and notable expenditures.
- Tracked company inventory counts and ordered new equipment to prevent shortages.

Production Assistant

XQ / Futurefriends, Memphis, TN

May 2022 - May 2022

- Executed pre-show dimmer checks and other tests to assess functionality of lighting equipment.
- Rigged and mounted camera systems using industry-standard equipment.
- Used charismatic and approachable personality to connect with clients.
- Inspected media equipment and products for damages and reported findings to supervisors.
- Prepared clips and other elements from interviews for use online and on social media.

- Notified supervisors of project progress, equipment needs and notable expenditures.

Production Assistant

A&E / The Light A Production Company, Memphis, TN

Jan 2022 - Jan 2022

- Used charismatic and approachable personality to connect with clients.
- Conducted venue site visits and collated necessary documentation to assess feasibility for production.
- Notified supervisors of project progress, equipment needs and notable expenditures.

Set Dresser

Reflective Project Pictures LLC, Memphis, TN

Nov 2021 - Nov 2021

- Developed set designs, based on evaluation of scripts, budgets, research information and available locations.
- Gathered information about exhibit space, proposed themes and content.
- Examined objects to be included in exhibits to plan where and how displayed them.
- Researched architectural and stylistic elements appropriate to time period.
- Set props, such as furniture, pictures, lamps and rugs.
- Acquired, and arrange for acquisition of, specimens and graphics required to complete exhibits.
- Planned for space limitations, traffic flow patterns and safety concerns.
- Coordinated transportation of sets built off-site and coordinated setup at use site.
- Coordinated removal of sets, props and exhibits after productions or events.

Art Assistant

Vayner Productions, Memphis, TN

Oct 2021 - Oct 2021

- Prepared sketches, illustrations and detailed drawings of sets, and graphics and animation.
- Gathered information about exhibit space, proposed themes and content.
- Inspected installed exhibits for conformance to specifications and satisfactory operation of special-effects components.
- Designed and built scale models of set designs used in filming backgrounds or special effects.
- Set props, such as furniture, pictures, lamps and rugs.
- Coordinated removal of sets, props and exhibits after productions or events.
- Worked with other artists to achieve specified looks and maintain consistent level of quality.

Art Assistant

Pfizer / Tomorrow Production Company, Memphis, TN

Oct 2021 - Oct 2021

- Acquired, and arrange for acquisition of, specimens and graphics required to complete exhibits.
- Planned for space limitations, traffic flow patterns and safety concerns.
- Set props, such as furniture, pictures, lamps and rugs.
- Gathered information about exhibit space, proposed themes and content.
- Coordinated transportation of sets built off-site and coordinated setup at use site.
- Coordinated removal of sets, props and exhibits after productions or events.

EDUCATION

CompTia A+

Tech901, Memphis, TN

Dec 2021

High School Diploma*Christian Brothers High School, Memphis, TN**May 2009*

SKILLS

- Adobe Photoshop
- Photo Shoots
- Image Editing
- Image Editing and Retouching
- Location Shooting
- Photography Management
- Location Scouting
- Commercial Photography
- Archival Processing
- Camera Setup
- Maintaining Clean Work Areas
- Set Dressing
- Hand Tools
- Customer Service
- Film Production
- Project Requirements
- Artistic and Design Vision
- Event Planning and Promotion
- Content Design
- Pop Culture Knowledge
- Software Evaluation
- Organizational Skills
- Data Connectivity
- Hardware Replacement
- Resolving Problems and Incidents
- Compatibility Testing
- File Management Software
- Printers and Peripherals
- Network Infrastructure Support
- User Support and Troubleshooting
- Customer Communication and Empathy
- Device Installation
- Digital Design
- Large Format Printing
- Digital Video
- Marketing Material Design
- Taking Photographs
- Equipment Selection
- Lighting and Angles
- Photo Processing
- Digital Photography
- Concept Visualization
- Inventory Organization
- Set Design
- Materials Transportation
- Television Production
- Production Goals
- Production Standards
- Creative Collaboration
- Instructional Techniques
- Marketing Videos and Photography
- Hardware and Software Repair
- Help Desk Support
- Troubleshooting Network Issues
- Software and Hardware Implementation
- Issue and Resolution Tracking
- Infrastructure Planning
- Computer System Diagnostics Software
- Device Distribution
- Remote Technical Support
- Desktop Partitioning Software
- Software Patches
- Remote Access Software
- Wireless Access Point