

MAX TRUJILLO

Production Assistant | Locations PA | Office PA
Raleigh–Durham, North Carolina
Available for local and regional productions

PRODUCTION SUMMARY

Reliable and adaptable production professional with a strong background in live event production, media creation, and operations management. Experienced working in fast-paced, client-facing environments requiring organization, discretion, and long hours. Triangle-based local with strong logistical skills and people management experience, well-suited for Production Assistant and Locations PA roles.

SPECIAL SKILLS

- Live event & media production logistics
- On-set Production Assistant support
- Locations coordination & public interfacing
- Client-facing commercial environments
- Background & crowd management
- Team coordination under time pressure
- Production paperwork, scheduling & documentation
- Local Raleigh–Durham area knowledge
- Professional communication & discretion
- Long-hour production endurance

RELEVANT EXPERIENCE

Media Producer / Host — North Carolina Food & Beverage Podcast
Raleigh, NC

- Produced and hosted a long-running media podcast with 500+ episodes
- Coordinated guests, schedules, locations, and technical production
- Managed live interviews and fast-paced production environments
- Maintained professional relationships with brands, talent, and partners

Area Manager — Performance Food Group (PFG)
Raleigh, NC

- Managed logistics, scheduling, and client relationships across multiple accounts
- Coordinated vendors, deliveries, and time-sensitive operations
- Operated in high-pressure, long-hour environments requiring accuracy and professionalism
- Served as primary point of contact for clients and partners

Event Production & Hospitality Management

Various Locations — North Carolina

- Planned and executed large-scale live events and festivals
- Managed staff, timelines, vendors, and on-site logistics
- Adapted quickly to changing conditions and production needs

AVAILABILITY

Available for day calls, short runs, commercials, branded content, documentary, and independent productions. Based in Raleigh–Durham; willing to travel regionally.