

CONTACT INFO

566

ker07@gmail.com

EDUCATION

College	Pepperdine University
Degree	Bachelors of Arts in Psychology
Awards/Honors	Deans List
	Psi Chi, National Honor Society 2005-2007

EXPERIENCE

ABC/Disney Television Group June 2014 – present	Executive Assistant to the VP of Marketing & Creative, Disney Junior Provide administrative and creative support to the VP as well as the team, including scheduling meetings and managing brand premiums. Serve as key liaison on special projects, including fundraising for Leukemia & Lymphoma Society and coordinating Disney experiences for talent of Doc McStuffin's School of Medicine shoot. Lead the budget process for Off-Air Marketing, including invoices and purchase orders. Assist in planning and execution of grassroots marketing events, including creating copy direction and on-site coordination. Lead the routing of creative materials between Marketing & Off-Air Design to ensure project timelines are met. Mathematically analyze the consumer engagement and efficiency of social media strategies. Organize executive presentations from start to finish, including the design and content gathering processes.
Turner - TNT / TBS May 2013 - June 2014	Business Affairs Coordinator & Executive Assistant to two VP's Provide administrative support to two Business Affairs VP's and team, including scheduling meetings, generating working files upon receipt of a deal memo, administration of payroll start forms and updating department files. Draft and redline agreements and send correspondence to respective attorney and/or agent.
Barwood Films December 2012 - May 2013	Executive Assistant to Barbra Streisand/Project Coordinator/Archivist Provide administrative and creative support to Barbra Streisand during Back to Brooklyn Tour 2012, European Tour 2013, and the release of CD "Release Me". Serve as key liaison for press releases, appearances, touring, and music and film meetings. Draft letters, press articles and correspondence. Compile and prepare logs and status reports for awards, gifts, digital media and correspondence. Coordinate with major auction houses and prepare bids. Archive in multi-genre database that handles personal collection of fine art, furniture, antique books, furnishings, jewelry, and digital media. Database input maintenance, photographing and digitization of assets. Daily correspondence with Charles Schwab representatives and management of stock portfolio.
Nickelodeon Animation November 2010 - March 2011	Executive Assistant to Creator/Executive Producer & Writing Team of Fanboy & Chum Chum Provide administrative support including calendar management, ordering supplies, shipping, and submitting expense reports and timecards for the production team and staff. Transcribe meeting notes in writers' room and production meetings. Attend voice over recording sessions and provide creative feedback. Serve as Lead for Emmy Award Nominations Committee.
DreamWorks Animation May 2007 - November 2010	Executive Assistant to Director & Producer of Megamind, Assistant to Head of HR Provide administrative support to multiple executives including heavy calendar management, booking domestic and international travel, and transcribing meeting notes. Research and manage special events, screenings, and employee events. Successfully researched and reconciled over \$10,000 outstanding receipts owed to Director for travel reimbursement. Prepare PowerPoints for casting meetings with audio and visual components. Assist HR by greeting candidates, preparing weekly staffing projects, processing invoices and maintaining transitions timeline report. Schedule mid-show interview sessions and maintain feedback in confidential database. Special assignments included assisting CEO Jeffrey Katzenberg and visiting talent like Ben Stiller and Justin Theroux.

PROFILE



I have been working in the Entertainment industry for over seven years. I've had the pleasure of working alongside creative geniuses in various avenues including feature and television animation, television network Business Affairs, national television marketing campaigns, and music and philanthropic endeavors for legendary Barbra Streisand.

I am driven and enthusiastic and my passion for the creative process runs deep. My hunger for learning and development knows no end and I look forward to furthering my career among the world's most innovative and creative leaders in the industry.

★ Specialities

- Film & Television Animation
- SAP
- Social Media
- Event Planning
- Client Liaison
- Project Management
- Microsoft Office
- Typing (95 wpm)
- Archiving

Computer

- PowerPoint/Keynote
- Adobe Illustrator
- Photoshop
- Final Cut Pro
- File Maker Pro
- Aperature
- Mac & PC



Knowledge

- Marketing
- Business Affairs
- Management
- Human Resources