

# DEVON EDWARDS

## CONTACT

773.255.2497  
devon.j.edwards@gmail.com  
[www.linkedin.com/in/devonedwardscreative/](https://www.linkedin.com/in/devonedwardscreative/)  
Los Angeles, CA

## EDUCATION

Master's Degree,  
Cinema Production  
DePaul University

Bachelor's Degree,  
Cinematic Arts & Science  
Columbia College Chicago

## MILITARY

US Navy – Honorable

US Army – Honorable

## SKILLS

Professional  
Excellent Written & Verbal Skills  
Vendor and contract negotiations  
Proficient in high pressure, fast paced environment  
Time Manager and multi-tasker  
Calendar Manager & Scheduler

Technical  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Adobe Photoshop  
Google Suite  
Social Media Platforms  
CASHet Reconciliation  
Adobe Creative Suite  
Google Suite  
Script Analysis/ Coverage  
MAC/PC  
Pix  
Scenechronize  
Filemaker Pro

## WORK EXPERIENCE

### EXECUTIVE ASSISTANT

DISNEY | NATGEO 10/2022 – CURRENT

- Provide administrative and business support to VP of Creative Marketing
- Handle confidential and sensitive information while maintaining calendars
- Create a multi-city travel itinerary and interface with executive support teams

### POST COORDINATOR

SNOWFALL S6 – FX NETWORK 9/2022 – CURRENT  
RIPLEY S1 – SHOWTIME 5/2022 – 9/2022

- Deliver finished episodes to Network
- Distribute daily footage to crew and production utilizing Pix
- Schedule talent for post dialogue work ADR

### TALENT COORDINATOR

SUPERBOWL LVI – RADICAL MEDIA 10/2021 – 11/2021

- Act as liaison between executives, producers, studio executives and agents of talent
- Reduce expenses & implement competitive programs
- Ensure adherence to legal requirements

### UPM ASSISTANT

SHINING VALE – WBTV (STARZ) 4/2021 – 10/2021

- Organize and maintain high volume calendars, schedules, and travel
- Prepare deal memos, director contracts, production schedules, and expenses reports
- Manage and facilitate table reads for studio, showrunner, and talent
- Provide creative & administrative support during production process

### HEALTH & SAFETY SUPERVISOR

CHEAPER BY THE DOZEN – DISNEY STUDIOS 8/2020 – 4/2021

- Manage team collaborations to include schedules and to do lists
- Track progress of assignments for physical production
- Train and supervise Covid testing sites and locations between coordinators

### DIGITAL ASSET COORDINATOR

DISNEY CHANNEL WORLDWIDE 02/2019 – 8/2019

- Manage incoming assets for storage and distribution
- Duplicate all dailies to archival database
- Update metadata into Media pulse

## PROFESSIONAL AFFILIATIONS

Hollywood Post 43

Hollywood Professional Association

Warner Media Access to Action

Veterans in Media & Entertainment

Y.E.P. Committee Member

Hillman Grad Mentorship Alumni