

# Opriye Harrison

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## Relevant Experience

Osun and Olorun Films, Los Angeles, CA

January 2022 – September 2022

### ***Production/Development Assistant***

- Manage calendars and plan business trips for Producer.
- Book travel accommodations and coordinate meetings for Producer and other production staff.
- Assist with creating presentations/pitch decks to improve chances of films being greenlit.
- Attend meetings and take descriptive notes without interrupting the flow of conversation.
- Proofread and edit scripts to make sure there are no grammatical errors.

DSS Global Agency, Inc., Culver City, CA

May 2020 – January 2022

### ***Administrative Assistant***

- Manage incoming calls, directing them to the appropriate person or department.
- Serve as first point of contact with clients, executives, and people with genuine inquiries.
- Perform general clerical and administrative duties including letter drafting, filing and office management.
- Handle incoming and outgoing mail and packages efficiently.

## Skills

- *Microsoft Suite, Outlook, Google Suite, Zoom*

## Volunteer Experience

Young Entertainment Professionals (YEP), Los Angeles

October 2021 – Present

### ***Event Coordinator***

- Assist the founder of YEP by setting up online and in-person events for 200-400 attendees and keeping them engaged.
- Tasked with taking notes during speaker events, providing the host a rundown of what was discussed.
- Run errands as needed to ensure events run smoothly.

## Education

California State University, Fullerton, Fullerton, CA

May 2021

*Bachelor of Arts in Business Administration,  
Concentration in Entertainment Management*