

Jordan Hedger

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**\*\*Professional Summary\*\*** Dynamic and organized Entertainment Coordinator with over six years of experience executing high-profile production logistics, scheduling, and talent relations. Proven track record across major networks and studios, bringing a strong foundation from NBC and adaptable expertise to multiple industry-leading entertainment companies.

**\*\*Professional Experience\*\***

**\*\*Lionsgate\*\*** | Santa Monica, CA

**\*\*Entertainment Coordinator\*\*** | 2024 – Present *\*(2 Years)\** \* Managed daily production schedules, talent travel, and cross-departmental communication for high-priority projects.

\* Coordinated logistics for live events and studio tapings, ensuring strict adherence to timelines and budgets.

**\*\*Skydance Media\*\*** | Santa Monica, CA

**\*\*Entertainment Coordinator\*\*** | 2022 – 2024 *\*(2 Years)\** \* Oversaw network billing, vendor contracts, and tracking of deliverables for multiple active series.

\* Served as the primary liaison between executive producers, creative teams, and external talent management.

**\*\*Paramount Pictures\*\*** | Hollywood, CA

**\*\*Entertainment Coordinator\*\*** | 2020 – 2022 *\*(2 Years)\** \* Facilitated administrative and creative support for development executives, managing heavy phones, calendars, and script submissions.

\* Streamlined the onboarding process for incoming production crews and independent contractors.

**\*\*NBCUniversal\*\*** | Universal City, CA / Burbank, CA

**\*\*Production Assistant / Coordinator Support\*\*** | 2018 – 2020

\* Anchored foundational industry experience by supporting large-scale network productions and studio operations.

\* Assisted with talent escorting, script distribution, and front-line problem-solving in a fast-paced environment.

**\*\*Key Skills\*\*** \* Production Logistics & Scheduling

\* Talent Relations & Hospitality

\* Budget Tracking & Vendor Management

\* Industry Software (Studio System, Scenechronize, Microsoft Office)

**\*\*Education\*\*** **\*\*Bachelor of Science in Healthcare Management\*\*** – Harvard University