



SHAKIL BROWN

Production Professional | Administrative Assistant

Contact: shakil.brown@gmail.com | (404) 849-4473 | Los Angeles, CA |

PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with 10+ years of experience in fast-paced entertainment production environments, including major network and streaming productions. Skilled in coordinating complex logistics, managing equipment, and supporting cross-functional teams. Passionate about the gaming industry with strong organizational skills and a talent for creating efficient workflows that enable creative teams to excel.

CORE COMPETENCIES

- Office Administration & Coordination
- Travel Logistics Management
- Equipment Inventory & Procurement
- Financial Record-keeping & Reporting
- Team Calendar & Event Management
- Visitor Coordination & Hospitality
- IT Support & Troubleshooting
- Physical Space Organization
- Creative Team Support
- Multi-department Liaison

PROFESSIONAL EXPERIENCE

Production Consultant & Administrative Coordinator

BOFA, LLC | 2022-Present | Atlanta, GA → Los Angeles, CA

- Managed comprehensive production logistics for 5+ creative teams, coordinating travel arrangements for 20+ team members while optimizing costs by 18%
- Developed and maintained equipment tracking system that reduced procurement time by 35% and ensured creative teams had necessary tools on schedule
- Administered production budgets of \$500K+, generating detailed financial reports and tracking expenses for multiple simultaneous projects
- Coordinated onboarding processes for 15+ new team members, ensuring seamless integration into production workflows
- Organized monthly team events and quarterly gatherings that improved team cohesion and morale across departments

Post-Production Coordinator

Designated Survivor (ABC/Disney) | 2018 | Los Angeles, CA

- Administered cross-departmental workflows by tracking deliverables, managing schedules, and coordinating with multiple stakeholders
- Arranged travel and accommodations for high-profile talent, ensuring itineraries met production schedules and budget requirements
- Maintained comprehensive expense reports for 12+ team leads, processing reimbursements accurately and efficiently
- Supported IT needs by troubleshooting basic equipment issues and coordinating with technical support for more complex problems
- Organized team events and recognition celebrations, boosting morale during high-pressure production phases

Office Production Assistant

Office Christmas Party (DreamWorks) | 2016 | Atlanta, GA

- Developed and implemented digital filing system that improved information retrieval by 40% for a team of 75+

- Coordinated office space management, including furniture arrangements and equipment deployment
- Processed purchase orders and maintained inventory of office supplies, staying under budget while meeting all team needs
- Managed shipping/receiving operations for production materials with 100% accuracy and timeliness
- Provided administrative support to multiple department heads, prioritizing tasks effectively in a fast-paced environment

VFX Storyboard Production Assistant

Alvin & The Chipmunks: Road Chip (20th Century Fox) | 2015 | Atlanta, GA

- Created and maintained detailed visual materials for VFX team, facilitating clear communication between creative departments
- Organized and updated storyboard documentation to reflect director and producer changes, ensuring visual continuity throughout production
- Supported cross-functional team meetings through comprehensive documentation and materials preparation
- Coordinated procurement of specialized equipment and supplies for creative teams, maintaining inventory and tracking usage
- Managed digital asset organization systems that improved workflow efficiency between storyboard artists and VFX departments

EDUCATION

Bachelor of Business Administration in Marketing Howard University, May 2013

TECHNICAL SKILLS

- **Office Software:** Microsoft 365 (Excel, Word, PowerPoint, Outlook), Google Workspace
- **Project Management Tools:** Trello, Jira, Asana, Smartsheet
- **Financial Tracking:** QuickBooks, Expensify, Excel financial formulas
- **IT Knowledge:** Basic hardware troubleshooting, printer/scanner setup, network connectivity
- **Industry Knowledge:** Production workflows, entertainment terminology, agile methodologies

PROFESSIONAL DEVELOPMENT

- Project Management for Creative Teams (LinkedIn Learning)
- Administrative Excellence in Media Production (Entertainment Partners)
- Office Technology Specialist Certification
- COVID Compliance Officer Certification (Safe Sets International)