

# Asani Brown

Phone Number (404) 771-7934

Email asanibrown1012@gmail.com

*Detail-oriented office support professional with vast experience providing reliable and efficient administrative support to executives, managers, and teams. Proven track record of providing excellent customer service and facilitating day-to-day operations. Adept at managing and coordinating office operations, as well as utilizing strong organizational and communication skills to build effective working relationships.*

## EXPERIENCE

### “Thats Her”

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*June 2024 - August 2024 That's Her, LLC Atlanta Georgia*

- Experienced with social media and communications platforms.
- Performed routine and scheduled maintenance services.
- Participated in ongoing training to enhance own job skills and knowledge.
- Provided efficient and courteous service to customers at all times.
- Committed to delivering excellent customer service while working in a fast-paced environment.
- Worked with coworkers to complete tasks.
- Responded quickly to meet customer needs and resolve problems.

### Operation Aunties

*September 2024 - September 2024 Atlanta, GA*

- Experienced with social media and communications platforms.
- Performed routine and scheduled maintenance services.
- Participated in ongoing training to enhance own job skills and knowledge.
- Provided efficient and courteous service to customers at all times.
- Committed to delivering excellent customer service while working in a fast-paced environment.
- Worked with coworkers to complete tasks.
- Responded quickly to meet customer needs and resolve problems.

**Production Secretary***Mesquite Productions, Atlanta, Georgia**Feb 2023 - May 2024*

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- Ensured compliance with safety regulations while working in the production environment.
- Assisted with scheduling meetings, preparing agendas and taking minutes at various events and meetings.
- Managed travel arrangements for members of the Production team when needed.
- Organized and maintained filing systems for production related materials.
- Composed and distributed correspondence, memos, reports and other documents accurately and efficiently.
- Greeted visitors professionally, answered phone calls promptly and routed messages appropriately.
- Processed incoming and outgoing mail on a daily basis ensuring accuracy of information provided by customers or vendors.
- Collaborated with internal staff as well as external vendors to ensure timely completion of projects within budget constraints.
- Coordinated with other departments to ensure smooth workflow of projects.
- Performed data entry duties as required by the Production Manager.
- Maintained accurate records of daily operations including but not limited to attendance logs and time sheets.

**Production Assistant***NBCUniversal, Atlanta, Georgia**Apr 2022 - Oct 2022*

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- Acted as runner to distribute messages or items within film crew and cast.
- Created detailed budgets for each project based on estimated costs associated with labor, materials, equipment rentals and other expenses.
- Managed and maintained production equipment to ensure proper functioning.
- Collected and organized production paperwork for review
- Assisted in resolving issues during filming or post-production processes when needed.
- Performed administrative tasks such as answering phones, filing documents, photocopying scripts and distributing materials to personnel involved in the production process.
- Compiled daily reports detailing progress on individual projects for review by supervisors.
- Organized and maintained production paperwork, including call sheets, releases, contracts and invoices.

**Production Assistant***ABC, Atlanta, Georgia**Jun 2021 - Feb 2022*

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- Set up client meetings and coordinated travel arrangements for producer.
- Acted as runner to distribute messages or items within film crew and cast.
- Assisted in resolving issues during filming or post-production processes when needed.
- Compiled daily reports detailing progress on individual projects for review by supervisors.
- Performed administrative tasks such as answering phones, filing documents, photocopying scripts and distributing materials to personnel involved in the production process.
- Organized and maintained production paperwork, including call sheets, releases, contracts and invoices.
- Stored and organized filming equipment and other assets for production.
- Troubleshoot technical problems encountered during shoots or post-production processes quickly and efficiently.
- Acted as runner to distribute messages or items within film crew and cast.

- Assisted in resolving issues during filming or post-production processes when needed.
- Compiled daily reports detailing progress on individual projects for review by supervisors.
- Performed administrative tasks such as answering phones, filing documents, photocopying scripts and distributing materials to personnel involved in the production process.
- Organized and maintained production paperwork, including call sheets, releases, contracts and invoices.
- Stored and organized filming equipment and other assets for production.
- Troubleshoot technical problems encountered during shoots or post-production processes quickly and efficiently.

## Production Assistant

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*Mesquite Productions , Atlanta, Georgia*

*Nov 2020 - Feb 2021*

- Collected and organized production paperwork for review.
- Troubleshoot technical problems encountered during shoots or post-production processes quickly and efficiently.
- Stored and organized filming equipment and other assets for production.
- Compiled daily reports detailing progress on individual projects for review by supervisors.
- Assisted in resolving issues during filming or post-production processes when needed.
- Performed administrative tasks such as answering phones, filing documents, photocopying scripts and distributing materials to personnel involved in the production process.
- Organized and maintained production paperwork, including call sheets, releases, contracts and invoices.

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