

# Sean Hoppie

Brooklyn, New York, United States, 11239, 3474885339, hoppiesean931@gmail.com

## Professional summary

---

Detail-oriented and adaptable entertainment professional with hands-on experience in production coordination, administrative support, and digital media creation. Proven ability to support executives, manage shifting priorities, and maintain composure in fast-paced environments. Passionate about Film, storytelling, and content that connects communities. Brings a collaborative mindset, strong communication skills, and a readiness to take on creative and logistical challenges.

## Employment history

---

### Executive Assistant, Jan 2024 - Present

*Overall Artists Entertainment, New York, New York City*

- Serve as key operational support for ongoing entertainment productions and internal teams.
- Manage high-volume scheduling, time-sensitive communications, and on-location tasks for higher up
- Coordinate logistics such as gear transport, and documentation, ensuring smooth daily operations.
- Maintain strong communication between producers, talent, and technical crews to streamline production workflow.
- Run errands and perform studio pickups to support hands-on production needs across the city.

### Production Assistant, Nov 2023 - Jun 2024

*VibexVisual, Brooklyn, New York*

- Assisted with all stages of production, including sourcing items, prepping equipment, and coordinating schedules.
- Created and distributed detailed call sheets to ensure clarity among departments.
- Managed travel logistics, vendor communications, and budget documentation to support efficient filming processes.
- Supported set operations to ensure creative and technical teams remained on track with deadlines.

### Production Manager, Feb 2023 - May 2023

*Bindlestiff Family Cirkus Performance, Brooklyn, New York*

- Oversaw show logistics, team coordination, and performance execution
- Implemented safety and resource protocols, optimizing cost and safety
- Delivered high-quality live event experiences through precise planning

### Video Editor Intern , Jan 2023 - Jun 2023

*Herbalists Without Borders International, Remote*

- Produced and edited professional video content for global outreach
- Applied strategic storytelling techniques to enhance engagement
- Utilized Adobe Creative Suite to create compelling narratives for social platforms

## Education

---

### Bachelor of Technology-Entertainment Technology, Aug 2019 - Jun 2023

*Cuny New York City College of Technology, Brooklyn, New York*

## Skills

---

On-set coordination,  
pre- & post-production  
planning,  
Google Suite ,  
Microsoft Suite,  
Administrative &  
Operational Support,  
Calendar & Schedule  
Coordination,  
Adobe Creative Suite  
(Premiere Pro, After  
Effects, Audition),  
Event production.