**Chanel Braden**

Cell: (707)337-6323 ♦ Email: [clbraden.mt@gmail.com](mailto:clbraden.mt@gmail.com)

**PROFESSIONAL EXPERIENCE**

**Delores Recruits Sept 2015- Present**

**Research & PR Coordinator/ Junior Recruiter**

* Strategic research, profiling and outreach to high- level artists and creative executives for some of the top studios and agencies in the advertising and production industry.
* Assisted in full-cycle recruiting of editors, directors, copywriters, creative directors, art directors, motion graphics designers, animators, producers and managers.
* Schedule meetings and interviews with clients and candidates and organization of each project.
* Helped manage all PR for Chromista- content company founded by Darren Aronofsky.

**World of Wonder Productions 2015**

**Production Assistant**

* Organized and managed production schedule to ensure projects remained on schedule.
* Worked closely with talent cast and extras to assure they were comfortable and had appropriate resources.
* Maintained project notes to provide efficiencies and oversaw set/prop set up and take down.
* Provided production and administrative assistance to Executive Producers and Production Managers.

**The Artery VFX 2013-2014**

**Production Coordinator/ Executive** **Assistant**

* Worked directly under Executive Producers assisting with day to day tasks from scheduling and budgeting to client and artist management.
* Office and project scheduling of numerous projects in a fast-paced work environment.
* Organized shoots and projects for all freelance artists and delivered work to clients for approval.
* Present for all client and production meetings and to help assure clients were happy with creative output and having positive work experience.
* Read scripts and presented for upcoming projects and forecasted budgets alongside the Executive Producers.
* Managed travel arrangements of freelance artists and visiting clients.

**SKILLS**

* Strong interpersonal skills
* Task-oriented with an attention for detail
* Creatively-driven professional with a great appreciation for art, film, music and technology

**EDUCATION**

**University of California, Davis 2006-2010**

BA in Film Studies, Minor in Theater and Dance