

HARRISON DERBYSHIRE

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Professional Summary

An ambitious creative assistant with a background in film studies, anthropology, and screenwriting. Vast experience across multiple industries in both a creative and administrative capacity with a strong foundation in narrative analysis and screenplay editing. Rewarded with multiple promotion and contract extensions due to work ethic and dedication to each and every role. Currently looking for work as a development assistant, script editor, or story liner.

Experience

Executive Assistant | Black Rabbit Projects - Remote | 11/2023 – Present | **Temp/FTC**

- Overhauled and implemented a new tracking system for incoming client enquiries and communications in order to streamline the sales pipeline and expand the client base.
- I simplified and implemented a new system for managing multiple executives' inboxes to allow for more efficient use of their, and my, time.
- I overhauled the management of multiple executives' calendars by implementing time blocking to eliminate unnecessary and wasteful meetings as well as allow for maximization of their time to focus on actionable tasks.
- I took over managing and streamlining all external client communications in order to effectively manage the sales pipeline.

Intern Development Producer | iGeneration Studios – London | 09/2023 – 09/2023 | **Temp**

- Improved materials for pitch decks and presentations using knowledge of material and market research.
- Facilitated shortlisting of potential staff writers using both academic and industry knowledge to evaluate quality of submitted writing samples.
- Conceived and wrote multiple story outlines based on neglected company IPs and in depth knowledge of specific genres.

Executive Assistant | Electronic Arts – Remote | 03/2022 – 09/2022 | **Temp/FTC**

- Provided direct and comprehensive support to one C-suite executive and one vice president.
- Developed a method for simplifying executive calendars through time blocking, both streamlining and future-proofing their daily agendas.
- Created and maintained administrative records and spreadsheets, ensuring smooth operational flow for the executive team.
- Managed meetings by providing timely preparation of agendas and accurate taking of minutes in addition to following up with attendees on assigned tasks.

Executive Briefing Center Coordinator | ProCore – Hybrid | 08/2021 – 10/2021 | **Temp/FTC**

- Liaised with sales team to curate hugely successful in-person executive events.
- Researched proposed service contracts, enabling the tailored preparation of files for the sales team and executive team, ensuring sales presentations would meet the clients wants and needs.
- Created sales presentations decks to impeccable standards utilizing established relationships with various teams to ensure sales pitches were always coherent.

Administrative Assistant | UC Santa Barbara – Santa Barbara CA | 02/2021 – 07/2021 | **Temp/FTC**

- Coordinated and simplified communications between departments.
- Managed high-volume correspondence utilizing advanced understanding of IT systems and implemented procedure and policy improvements to keep company informed on critical internal matters.
- Adhered strictly to the US Health Insurance Portability and Accountability Act (HIPPA).

Executive Assistant | New Zealand Transport Agency – Wellington NZ | 11/2019 – 06/2020 | **Temp/FTC**

- Provided direct support to multiple C-suite level executives and senior managers in this government agency.
- Took over and consolidated the booking and arranging of appropriate travel, visas, and itineraries for over 145 team members nationwide, thereby cutting travel costs by 22%.
- Restructured and modernized internal practices for collection and collation of regular progress reports for distribution to internal and external stakeholders, while future proofing the new procedures.

Executive Assistant to the Managing Director | SB International Film Festival – Santa Barbara CA | 01/2014 – 03/2019

- Managed the managing director and executive directors calendars and inboxes.
- Streamlined and modernized many internal practices that cut costs of running various venues by up to 15%.
- Supervised the operation of four venues with a combined work force of 300 people.

- Managed all communications with internal and external stakeholders and board members.

Skills

- Microsoft Office Suite
- Excel
- Inbox management
- Travel arrangement
- Executive support
- Event coordination
- Calendar management
- Slack
- Google Suite
- Meeting coordination
- Story lining
- Zoom
- Creative writing
- Script coverage
- Research
- Presentation creation

Education

University of Manchester | Manchester, UK | 2023
Master of Arts: Screenwriting

2:1

University of California | Santa Barbara, USA | 2018
Bachelor of Arts: Film & Media Studies

-and-

Bachelor of Arts: Anthropology

2:1

GDPR: This CV may be kept on file and shared for employment purposes.