



# ASHLEY ALEXANDRA LOVE

## Entertainment Coordinator

### PROFESSIONAL SKILLS

- Adobe Acrobat Pro
- Microsoft Office Suite
- Google Suite
- Adobe Suite
- Keynote
- Final Draft
- SAP Concur
- Google Workplace
- Filemaker
- Zoom

### CONTACT INFORMATION

Phone: 603-860-5692  
Email: AshleyAlexandraLove@gmail.com  
LinkedIn: @AshleyAlexandraLove

### PRODUCTION ASSISTANT

9-1-1 / FOX  
Sisters / dir. Jessica Brunetto  
Magic For Humans / Netflix  
Acceleration / dir. Michael Merino  
Onda Diferente / Seltzer Prod.  
Jim Henson's Creature Shop / SyFy

### PERSONAL INTERESTS

Volunteering JDRF / LA LGBT Center  
Script Reader Austin Film Festival  
Open World Gaming  
Audio Fiction  
Immersive Theatre  
Boxing  
Greek Mythology  
Imagineering  
Mixology  
Angela Lansbury

### PAST EXPERIENCE

#### Guest Services Specialist

*The Dolby Theatre, 2019-2021*

- Hosted Red Carpet for *Paleyfest*, media and talent relations.
- Coordinated audience for America's Got Talent.
- VIP liaison for *The Academy Awards*.

#### 2nd Assistant to the President

*The Shuman Management Company 2019-2020*

- Provided administrative support on a high-volume desk with heavy phones, scheduling, travel, payroll process and expense reports.
- Created script coverage and analysis. Heavy research.

#### Writer's Assistant

*Cheryl Holliday, 2018-2019*

- Note-taking in room, production meetings and pitches.
- Provided creative input and proofreading for all drafts.

#### Office Assistant

*Abso Lutely Productions - Magic For Humans, 2017-2018*

- Assembled production schedule, call sheets, organized scripts, drive ons, and transportation services.
- Ordered office supplies and general office administrative duties.

#### Supervisor / VIP Guide

*Universal Studios Hollywood, 2010-2018*

- Trained all staff for *The World Famous Studio Tour* and lead orientation for new hires at *NBCUniversal*.
- Orchestrated itineraries, security and publicity for high-profile clients, celebrities and executives.
- Supervised teams in training, special events, premieres and corporate meetings.

### PAST EDUCATION

#### PACE University

*MFA in Drama 2007-2010*

#### Emerson College

*BFA in Directing / Dramatic Arts 2002-2006*