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Jonathan Parker

An executive assistant with seven years of experience providing high-level administrative support to film producers, talent managers, and studio executives. Skilled in handling confidential scripts, coordinating celebrity schedules, and managing industry events. Adept at working in fast-paced, high-pressure environments while maintaining strict confidentiality.

PROFESSIONAL EXPERIENCE


Entertainment Executive Assistant | September 2020 - Present
Paramount Studios | Los Angeles, CA

- Provide administrative support to senior executives, managing production schedules, coordinating meetings, and handling confidential contracts
- Assist in planning red carpet events, film premieres, and promotional campaigns, ensuring seamless execution
- Introduced a digital tracking system for scripts and production files, reducing document misplacement by 40%


Talent Coordinator | June 2017 - September 2020
Hollywood Talent Agency | Los Angeles, CA

- Managed high-profile client schedules, ensuring timely attendance at industry events and meetings
- Handled travel arrangements for actors, directors, and production teams, securing accommodations and coordinating logistics
- Assisted in reviewing contracts and negotiating terms for talent bookings and endorsements

CONTACT

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 LinkedIn | Portfolio

 Los Angeles, CA

EDUCATION

- Bachelor of Arts (B.A.)
Communications
May 2017
University of Southern California

KEY SKILLS

- Talent and production scheduling
- Event coordination for premieres and industry gatherings
- Confidential script and contract management
- Travel and logistics for entertainment executives
- Industry relationship management