

# Chad Buckmaster

## Administrative and Marketing Associate

I am a resourceful and dedicated professional with 15+ years of experience in the corporate workplace. My experience includes all facets of administrative and executive assistance in the entertainment industry. Recent work has focused on administrative duties and in-depth media analysis.

---

### CORE PROFICIENCIES

- Marketing Research & Analysis
  - Executive Assistance
  - Purchasing & Travel Arrangements
  - Film Production Assistance
  - Data Collection, Entry & Updating
  - Invoice & Expense Report Filing
  - Administrative Support
  - Client Relations Management
  - Cross-Functional Collaboration
- 

### PROFESSIONAL EXPERIENCE

#### **Administrative Assistant and Driver | *Temporary Assignments and self-employed*** 2019 – 2020

- Administrative and Executive temporary assignments with duties including data entry, reading legal contracts, MS Office and executive assistance.
- Driver for ride-share companies Uber and Lyft, operating in Los Angeles.

#### **Marketing and Administrative Associate | *DVS Intelstream ~ MediaMaxonline.com*** 2012 – 2019

- Researched and tracked all earned broadcast media for theatrical releases by Disney (one of company's top clients)
- Answered to multiple department leads assisting executives with online, print and broadcast work including extensive use of Microsoft Office
- Gathered and clipped all daily media mentions while maintaining extensive online database. Calculated value of each mention and summarized in daily full media report to client.
- Work supported marketing of high-profile, big-budget releases such as "Frozen," "Star Wars: The Force Awakens," and "Black Panther."
- Gained mastery of unique programs such as Snap Stream, GUI, and TVEyes. Also heavy use of Microsoft Office including Excel, Outlook and Word.
- Additional administrative assistant duties including food service and supply orders and assisting executives.
- Maintained Outlook email archives for special projects and presentations.

#### *Notable Achievements:*

- Enhanced media tracking by adding another, late-morning search to cover shows such as The View, Live! with Kelly and Ryan, and Good Day LA. Measure improved both efficiency and customer relations.
- Streamlined break coverage for unusually large campaigns by establishing special search methods (using partial keywords and common misspellings) to ensure efficient collection of up to hundreds of media breaks per day.

#### **Affiliate Service Representative | *Premiere Radio Networks*** 2006 – 2011

- Served as company liaison to dozens of radio stations nationwide. Trained stations on submitting legal online web affidavits. Addressed and corrected affidavit and inventory requirement issues.
- Worked with stations on special projects such as Radar and monitor weeks, new start-ups, and station issues.
- Operated 200-line phone system as backup receptionist.
- Administered conference calls and executive call schedules for chief executives.

#### *Notable Achievement:*

*Continued...*

- Implemented separate contact methods for regular and Radar week affidavits, leading to better and earlier rates of important submissions.

**Administrative / Executive Assistant** | *Friedman Personnel Agency ~ Venturi Staffing Partners* 2005 – 2006

- Temporary work assignments included DreamWorks Animation, KCET, Paramount, Universal, and GMAC.
- Executive Assistant duties including calendars, phones, travel arrangements, and day-to-day schedules.

**Post Production Assistant** | *Feature films: "Elektra," "Beauty Shop," "Behind the Smile"* 2004

- Made runs for editorial crews and production offices throughout Los Angeles and the Valley.
- Made all supply and food purchases.
- Created and maintained FileMaker Pro editorial shot list and physical shot board.
- Input footage into Avid system.
- Created and logged dailies paperwork.

**Production Clerk** | *Pacific Title & Arts Studio* 2003 – 2004

- Printed and organized receipts and internal paperwork.

---

## OTHER EXPERIENCE

Worked for a call center contracted by FEMA during Hurricane Katrina taking Disaster Relief applications over the phone. Served as Production Assistant on short films and music videos, edited student shorts, wrote and directed 2 short films, and edited promotional trailer for independent feature film "Yorick."

---

## EDUCATION & TRAINING

*Bachelor of Film and Media Studies*  
*Watkins College of Art & Design, 1998 – 2002*

*Film Post-Production Editing Certificate: Digital Media Education, 2002 (Avid and Final Cut)*

---

## TECHNICAL

Microsoft Office | FileMaker Pro | Photoshop | Final Draft | Typing: 50 WPM | Internet  
GUI | Final Cut Pro | Avid Media Composer | Snap Stream | TV Eyes