

Darissa Pham

Experienced Executive Assistant with 6 years of executive support experience and proven communication skills. Specializing in TV and animation in my career, I'm an efficient multi tasker looking for assistant roles in television and entertainment!

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daridoodles.com

Experience

Administrative Assistant/ Sales Assistant

Worldlink Ventures

August 2021 - Most Recent

- Handle communications between 36 different global television networks and agencies across the US.
- Provide organizational and administrative support the VP of Direct Response Sales and two Account Executives. Create and maintain global contacts for more than 36 networks daily.
- Manage and track executive approval of orders, invoices, and handle any potential discrepancies to ensure efficient operations.
- Interact professionally with internal and external company executives, agencies, and employees in a fast paced, high energy environment.
- Won Best Employee of the Quarter in 3 months among the NY and LA branches due to my ability to interface with multiple executives.

Art Trainee

Glow in the Dark Studios

July 2020- Sept 2020

- Design props, backgrounds, and paintings for the TV animation production pipeline under Non-Disclosure Agreements (NDA) for critique.
- Learn about the creative development process in TV animation, conduct internet research, and create inspiration boards and pitch for Executive.
- Keep up to date on upcoming TV shows and animated series and create presentations and documents for Executive approval.

Executive Assistant

August 2016 - March 2020

St Paul Medical Center

- Assist Executive with various administrative tasks such as coordinating phones, drafting emails, and completing administrative tasks.
- Handle office duties such as supplies, mail, and booking conference rooms and IT support, filing, and photocopying/printing material.
- Distributing correspondence via emails/ fax, prepare rooms for meetings and conferences, and take notes.
- Help schedule appointments for patients, assist with Executive's calendar management, and provide customer service to visitors.
- Learn about basics for expenses and travel logistics.

Freelance Artist

Sept 2020- October 2020

Warner Records

- Paint backgrounds in accordance to the main storyboard and create assets for approval for a music video project.
- Communicate in a team regularly to make content for artistic approval.

Social Media Intern

Feb 2019- Oct 2019

The Los Angeles Loyolan

- Update social media platforms such as Facebook, Twitter, Instagram, and its website for more than 1000 students in a social media team.
- Keep up to date on current events, create social media posts, and handle editing titles for future articles for the newspaper and site.

Blue Jackets Volunteer

August 2012- August 2016

- Assist with fundraising events, holiday campaigns, and assist vendors with raising money for hospital.
- Help with organizing special events, special pediatric projects, and handle facility maintenance to keep quarters up to hospital standard.
- Volunteer in holiday fundraising events through working with vendors and selling items. Utilize interpersonal skills to work with kids.
- Assist with discharging patients in case of emergency and handle guests, hospital visitors, and patients in a professional manner.

Skills

Adobe Creative Suite
Microsoft Office Suite
Outlook
Microsoft Excel

Autodesk Maya
Microsoft Word
Airtable
Toonboom Harmony
Hootsuite

Microsoft Powerpoint
Google Suite
Adobe Photoshop
Storyboard Pro
Microsoft Excel

Adobe Illustrator
Clip Studio Paint
Adobe After Effects
Keynote
BG Paint

Education

Loyola Marymount University

August 2016-May 2020

Bachelor of Arts-Animation