

XAVIER DRUDGE

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EXPERIENCE

DESIGN STUDIO MANAGER (2022 - Present)

Turner Duckworth, Branding Design Agency

- Maintain and nourish the vibes of the New York City studio office both in person and virtually
- Oversee and meticulously track six figure budgets for all office expenses, design competition entry, photoshoots, and case studies
- Book domestic/international travel, maintain calendars, and track all expenses for multiple executives across the North American offices
- Ensure accuracy and executive signing of MSA's, SOW's, and NDA's
- Initiate PO's and maintain vendor relationships
- Gather all creatives, credits, and copy for Global offices' design competition entry
- Run the onboarding of all new employees to ensure they feel welcome and a part of the team
- Manage IT troubleshooting with corporate HQ representatives
- Liaise with HR for onboarding and general inquiries
- Coordinate completion of timesheets and mandatory corporate trainings
- Order and distribute lunch for the entire studio
- Inventory all technology, office supplies, and snacks
- Daily organization of packages, mail, and couriers

PRODUCTION ASSISTANT (2021- Present)

NBCUniversal - Macy's Thanksgiving Day Parade, Christmas in Rockefeller Center

NBA - 71st Annual NBA All-Stars in Cleveland

Art+Commerce PRODn - Saint Laurent, British Vogue

MasterClass - Bill and Hillary Clinton

Full credit list available at xavierdrudge.com

- Set up production office spaces
- Prepare high profile talent riders and escort talent
- Fulfill any request from directors and producers
- Inventory production office items
- Distribute/input credential data

PROFICIENCIES

Professional

- Project Management
- Adaptability
- Budgeting
- Timeline Building
- Client Interaction
- Giving/Receiving Direction
- Scheduling

Software

- Adobe Premiere Pro
- Adobe Lightroom
- Adobe Photoshop
- Adobe InDesign
- Figma
- Procreate
- Keynote
- Zoom, Teams, et al.
- Mac OS / Windows
- Microsoft Suite
- Google Suite
- Slack, Basecamp, Trello

Cameras

- Panasonic GH5
- Canon C100
- Canon/Sony/Nikon DSLRs

EDUCATION

Fordham University

Master of Science, 2021

Discipline: **Media Management**

GPA: 3.84 / 4.00

Ball State University

Bachelor of Arts, 2019

Discipline: **Video Production**

GPA: 3.83 / 4.00