



# Xavier Drudge

New York, NY



<http://staffmeup.com/profile/xavierdrudge>

## Summary

(317) 225-8874

My Website:

<https://www.xavierdrudge.com/>

Hi! My name is Xavier, or X. I'm a highly motivated, passionate, and educated digital creative. I have previous work experience in media, and I'm currently pursuing on-set / office positions as a production assistant, coordinator, or project manager.

## Credits

### **PRODUCTION ASSISTANT (ENTERTAINMENT TRUCK AND PRODUCER) – 71st Annual NBA All-Stars**

2/22 – 2/22

TNT — Live/Special Event — National Basketball Association (NBA) [Details](#)

Was flown out of New York City to go to Cleveland, Ohio to work on the 71st Annual NBA All-Stars game. Set up offices, script, dressing rooms, and producer/executive spaces. Sourced different products from throughout Ohio per departmental requests (anything from wheels, audio equipment, talent wardrobe pieces, select office items, etc.). Drove producers, talent, and crew to many different specified locations throughout event week. Organized zoom meetings, catering, lunch orders, coffee, crafty, and communication between the entertainment truck and production office. Printed and distributed rundowns and schedules. Assisted producer PA with any producer requests. Escorted talent and stand-ins. Provided paperwork and credentials to all essential parties.

### **PRODUCTION ASSISTANT (15 PASSENGER VAN DRIVER) – And/Or Productions**

1/22 – 1/22

CBS — Advertising — And/Or Productions [Details](#)

Picked up and drove a 15 passenger van from Edge rentals in Greenpoint to Manhattan, picking up talent and crew along the way and driving to set in Maplewood, New Jersey. Completed various production runs like picking up lunch orders from catering in Manhattan and returning to set, grabbing coffee, refilling crafty as needed. Helped with other duties around set like gathering trash, coordinating traffic and cleanup with locations manager, and walkie distribution.

### **PRODUCTION ASSISTANT – PRODN At Art + Commerce Advertisement**

1/22 – 1/22

YSL Saint Laurent — Advertising — PRODN at Art + Commerce [Details](#)

Set up tables/clothing racks for stylists and wardrobe departments, maintained clean and stocked crafty area, trash swept around set and green rooms, helped tear down set and put up equipment in the studio, prepared talent riders, went on multiple coffee runs, picked up various props from different prop houses in Manhattan and Brooklyn, checked crew and talent in for COVID tests and paperwork.

### **PRODUCTION ASSISTANT – Bennet & Clive**

1/22 – 1/22

MAC Cosmetics — Advertising — Bennett & Clive [Details](#)

Set up and decorated tables for crew and clients in the studio; maintained clean and stocked crafty area; trash swept around set and green rooms; troubleshooted minor electric issues; went on multiple runs for anything production management needed; broke down crafty, tables, and organized production bins for travel off set.

### **PRODUCTION ASSISTANT (RUNNER, CREW DRIVER) – Ataboy Studios; Markley + Partners; Real Queens And Kings Of White Castle**

1/22 – 1/22

White Castle — Advertising — Ataboy Studios; Markley + Partners [Details](#)

Picked up and drove a van from CC rentals in Manhattan, picking up talent and crew along the way and driving to Douglas House in Orangeburg, New York. Completed various production runs: grabbing coffee, refilling crafty as needed. Personally oversaw retrieving the correct order of food for the commercial from White Castle in heat secure boxes. Personally drove MUA and AD back home to Manhattan before returning rental van.

### **PRODUCTION ASSISTANT – Christmas In Rockefeller Center 2021**

12/21 – 12/21

NBC — TV — NBC Universal [Details](#)

Worked on a NBC special events production team for about a week on the heels of the Thanksgiving Day Parade. Consisted of a few days of office work, a rehearsal day, and finally the actual live production of the 2021 Christmas in Rockefeller Center. Worked with a team of around 15 PAs and a whole slew of NBC production management, ranging from production coordinators to line producers to directors. Helped set up and tear down production office spaces, prepare talent riders, go on runs for any production request, escort talent, inventory all production office items, receipt management, refill crafty as needed, maintain COVID compliance, etc.

### PRODUCTION ASSISTANT – Macy's Thanksgiving Day Parade 2021

11/21 – 12/21

NBC — TV — NBC Universal [Details](#)

Worked on a NBC special events production team for about month of office work and pre-tapes, then a few rehearsal days, and finally the actual live production of the 2021 Macy's Thanksgiving Day Parade. Worked with a team of around 15 PAs and a whole slew of NBC production management, ranging from production coordinators to line producers to directors. Helped set up and tear down production office spaces, prepare talent riders, go on runs for any production request, escort talent, input credential information into a database, inventory all production office items, distribute credentials, refill crafty as needed, receipt management, maintain COVID compliance, etc.

### PRODUCTION ASSISTANT – PRODN At Art + Commerce Editorial Shoot

10/21 – 10/21

British Vogue — Advertising — PRODN at Art + Commerce [Details](#)

Set up tables/clothing racks for stylists and wardrobe departments, maintained clean and stocked crafty area, trash swept around set and green rooms, went on multiple clothing runs for VIP head stylist to achieve exact style / look of her references, helped tear down set and put up equipment in the studio.

### PRODUCTION ASSISTANT – Deutsch NY - Off Premise Dining OLV

9/21 – 9/21

Outback Steakhouse — Advertising — York Productions [Details](#)

Unloaded/loaded equipment, distributed walkies, helped prep shoot location for crew, maintained crafty, went on runs as needed, helped decorate an area of the set with fake flowers/greenery and rocks, wiped surfaces off to maintain dry continuity as it rained on location, helped COVID compliance officer with cleanliness and maintaining distance between crew.

### COVID-19 COMPLIANCE ASSISTANT – The Power Of Resilience, Hillary Rodham Clinton

9/21 – 9/21

MasterClass — Corporate — MasterClass [Details](#)

Assisted the COVID Compliance Supervisor with all on-set duties. Checked in all incoming staff and crew (temperature check, offering new masks and an assortment of other PPE, wristbands, ensuring daily survey complete), cleaned and sanitized all high touch point areas. Performed lockups and other PA duties as needed.

### COVID-19 COMPLIANCE ASSISTANT – Leadership, Bill Clinton

9/21 – 9/21

MasterClass — Corporate — MasterClass [Details](#)

Assisted the COVID Compliance Supervisor with all on-set duties. Checked in all incoming staff and crew (temperature check, offering new masks and an assortment of other PPE, wristbands, ensuring daily survey complete), cleaned and sanitized all high touch point areas. Performed lockups and other PA duties as needed.

## Education |

Fordham University | Master of Science - Media Management

Class of '21

Ball State University | Bachelor of Arts - Digital Video Production

Class of '19

## My Gear

Rode Shotgun Microphone

DJI Ronin-S

Panasonic Lumix GH5

## Skills

Photography

Adobe Premiere

Microsoft Excel

Adobe Photoshop

Microsoft Office Suite

Adobe Lightroom