

DEJANNA PRICE

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EXPERIENCE

Executive Assistant

June 2025 – Present

Live Nation Entertainment - Blueprint Studio | Beverly Hills, CA

- Manage complex executive calendars, daily operations, and scheduling priorities for the President of Architecture
- Coordinate domestic and international travel, executive logistics, and meeting materials to support efficient day-to-day operations
- Prepare agendas, briefing documents, and project materials while anticipating priorities and proactively resolving scheduling conflicts
- Support high-priority projects, live event initiatives, and executive communications in a fast-paced, deadline-driven environment
- Process and reconcile expenses through Concur while maintaining confidentiality and compliance with company policies

Executive Assistant (Temp) Development

Jan 2025 – Apr 2025

Disney Television Animation | Glendale, CA

- Provided administrative and operational support to four executives, managing calendars, monthly expense reports, incoming requests, and competing priorities
- Coordinated communication between executives, assistants, and internal departments to facilitate timely follow-up and efficient workflows
- Served as a primary point of contact for executive requests, prioritizing tasks and proactively anticipating departmental needs
- Shadowed creative executives to gain exposure to project evaluation, creative materials review, and the animation development process

Production Department Secretary (Marvel's Moon Girl & Devil Dinosaur)

May 2022 – Jan 2025

Disney Television Animation | Glendale, CA

- Supported day-to-day animation production operations, assisting multiple departments with meeting notes, asset preparation, file organization, and color process workflows
- Coordinated schedules and calendars for three Executive Producers and the Line Producer, resolving conflicts and adapting to shifting production priorities
- Organized and distributed show credits, verifying accuracy and meeting production deadlines
- Managed production and executive expense reports, travel authorizations, and domestic and international travel logistics for crew members
- Maintained production supplies and coordinated purchasing through SAP E-Source and approved vendors
- Organized award submission materials, tracked requirements and deadlines, and coordinated with artists to facilitate timely submissions
- Supported production communications and administrative workflows, helping teams stay organized and informed
- Organized crew engagement initiatives and team-building activities to foster collaboration and maintain morale

Producer (Bearly, Hex Limit, Tea Dragons)

Jan 2020 – May 2022

SCAD Animation Studios | Savannah, GA & Remote

- Produced CG and hybrid animation projects, coordinating teams of 10–80+ artists across production workflows
- Developed production schedules, tracked assets, monitored milestones, and identified scope and scheduling risks to support on-time delivery
- Facilitated the distribution of production notes and creative feedback, helping artists understand revisions and next steps
- Created workflow documentation and learning resources to help artists navigate ShotGrid and other production tools
- Supported team collaboration and problem-solving while adapting to changing project needs, tight deadlines, and production challenges

CORE SKILLS

Animation Production Coordination | Production Scheduling & Tracking | Asset Management | Cross-Department Communication | Production Documentation | Deadline & Milestone Tracking | Scope & Schedule Risk Awareness | Executive & Crew Support | Travel & Expense Coordination | Workflow Documentation

TECHNICAL

Microsoft Office & Google Workspace | Concur | ShotGrid | SAP E-Source
Adobe Suite | Autodesk Maya | Toon Boom | Slack | Zoom

EDUCATION

Bachelor of Fine Arts in Animation
(June 2022) | Savannah College of Art and Design

Project Management Certification (July 2021) | Google (Virtual)