

CHARDÉ MCGRAW

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(470) 439 - 5795

PROFESSIONAL SUMMARY:

Naturally motivated Navy Veteran with commitment to quality service and positive thinking. Uniquely talented in administrative services and relations.

SKILLS:

Microsoft Excel/Word, Adobe Premier Pro, Adaptability, Sony FS-5 Operator, Management of Personnel, Final Draft 11, Communication, AVID editing, Ability to Work Under Pressure, Leadership.

PRODUCTION EXPERIENCE:

Music Production Assistant, Anthony Hamilton 2022

- Encouraged and monitored production cooperation behind the scenes of “Fell In Love” Music Video for Anthony Hamilton and Levelle.

Production Assistant, Warner Media, Shameless (Season 11) 2020

- Assisted with the function of television production set by relaying direction to all crew and cast members.
- Followed and enforce safety and health requirements based on weather and scene stunts.
- Notated and documented hours for crew members in Production Assistance role.

Interviewer, FAB TV, Hollywood 2019

- Thoroughly reviewed media prior to Red Carpet events formulating questions that cover interest for audiences of acclaimed stars such as Producer Halle Berry and Director Julius Onah.
- Represented fans of celebrities to gain insight on exciting productions and news.

PROFESSIONAL EXPERIENCE:

Boatswain’s Mate, USS America (LHA-6) 2015-2019

- Revitalized and executed Boatswain’s Mate University; an in-rate training plan resulted in an 82% advancement rate across Deck Department.
- Maintained Fueling and Replenishment systems which included over 6,000 pieces of equipment and funds for Deck Department as Work Center Supervisor.
- Organized and maintained official documents, files, and information binders in accordance to workflow and priority for Deck Department.

EDUCATION AND TRAINING:

2023 Aveda Arts Institute-Atlanta , Cosmetology

2021 Los Angeles Film School, A.S Film Production, Cum Laude

2019 United States Navy, San Diego, CA

- NCPACE- HISTC131 World History
- NCPACE- BMGT1327 Introduction to Business Management
- Work Center Supervisor Training