

Colleen Abello

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WORK EXPERIENCE

SuperBam

Jul. 2021 – August 2024

Project Coordinator | March 2022 - August 2024

Remote

- Served as a key project coordinator, overseeing the planning, execution, and delivery of multiple projects, ensuring high-quality results, and fostering strong relationships with clients and stakeholders through exceptional communication and customer service.
- Analyzed functional workflows cross-referring database and spreadsheets to determine progress. Implemented process improvements to increase efficiency in department operations.
- Conducted regular status meetings with team members to discuss updates and address concerns.
- Facilitated communication between clients, contractors, suppliers, and other external parties involved in projects. Provided request updates, technical support, partner details, bespoke reports and payment reports.

Executive Assistant | July 2021 - March 2022

- Developed presentations, reports and meeting minutes. Liaised with clients and internal departments to ensure smooth communication. Proofread documents for accuracy before distribution or submission to external sources.
- Performed tactical and strategic administrative support tasks for upper executive-level employees.
- Prioritized tasks effectively to meet deadlines in a fast-paced environment.
- Coordinated travel arrangements, including flights, hotels and ground transportation. Coordinated scheduling for internal and external meetings, travel plans, conference calls and day-to-day executive obligations.
- Organized company events, such as team-building activities and holiday parties.

Mandeville Films

Feb 2020 – May 2020

Creative Development Intern

Universal City, CA

- Provided script coverage on over 80 feature films and pilots, improving their narrative cohesiveness, character, structure, dialogue, premise, and portrayal of minorities. Advocated for scripts featuring minorities and lesser-known stories.
- Conducted IP research for projects in current development
- Maintained organized files of completed work, drafts, and assets for easy access by team members

Level 1 Entertainment

Jun. 2019 – Aug 2019

Creative Development Intern

Beverly Hills, CA

- Composed script coverage and notes on feature and pilot submissions and templates
- Analyzed, advised, and suggested recommendations on the structure and content of the scripts
- Ensured that character roles were clearly identified and accurately portrayed in the narrative, interactions, thoughts and scenes.

Annenberg Inclusion Initiative

Sept. 2018 – May 2019

Research Assistant

Los Angeles, CA

- Transcribed interviews to create qualitative data for sex discrimination studies in the animation industry for a study on gender, race, and age of directors - Inclusion in the Director's Chair
- Examined top-grossing films and music charts to identify and assess all aspects of inequality in the media, leading to the adoption of the #4percentchallenge across all major film studios
- Refined data collection protocols to increase precision and accuracy of test results. Adhered to quality controls standards to preserve integrity of data and findings.

EDUCATION

University of Southern California

2018 - 2020

B.A. Communication

Los Angeles, CA

Mt. San Antonio College

2016 - 2018

Communication, General Ed

Walnut, CA

CERTIFICATIONS, SKILLS & INTERESTS

- **Certifications:** Certified Associate Project Manager - PMI (2024); Certified ScrumMaster (2024); Google Project Management (2023)
- **Skills:** Project Coordination; Customer Relationship Management; Administrative Support; People Management; Content Strategy, Event Management; Daily Scrum; Prioritization; Process Improvement
- **Technologies:** CMS and CRM softwares; Monday.com; Airtable; Microsoft Office; Slack; PEX; Notion; Adobe Creative Cloud
- **Interests:** Project Management; Problem-Solving; Agile Methodology; International Travel; LA Sports; Trying new food; Social Media