

XAVIER DRUDGE

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EXPERIENCE

PROJECT COORDINATOR (2025 - Present)

Turner Duckworth, Branding Design Agency

- Support Client Services with timeline creation
- Prepare status updates and maintain/organize internal shared folders on Google Drive
- Proactively monitor for internal resourcing conflicts
- Schedule internal and external critiques/meetings
- Accurately input and maintain project information within project/resource management systems
- Create job numbers and initiate/update estimates in Altair based on approved SOW's
- Assess and track monthly billing processes

STUDIO MANAGER (2022 - Present)

Turner Duckworth, Branding Design Agency

- Oversee NY studio operations and meticulously track six figure budgets for all office expenses, travel, photoshoots, awards, and case studies
- Book domestic/international travel, maintain calendars, and track all expenses for executives
- Ensure accuracy and executive signing of MSA's, SOW's, and NDA's
- Initiate PO's and maintain vendor relationships
- File and distribute all fonts, mockups, presentations
- Gather all creatives, credits, and copy for Global offices' design competition entry
- Run the onboarding of all new employees
- Manage IT troubleshooting and inventory
- Liaise with HR for any employee need or concern
- Coordinate completion of timesheets/trainings

PRODUCTION ASSISTANT (2021- Present)

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

Art+Commerce PRODN - Saint Laurent, British Vogue

MasterClass - Bill and Hillary Clinton

Full credit list available at xavierdrudge.com

- Prepare high profile talent riders and escort talent
- Fulfill any request from directors and producers
- Distribute/input credential data

PROFICIENCIES

Professional

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

Software

- Adobe Creative Suite
- Adobe Workfront
- Altair
- Concur
- Figma
- Google Suite
- Keynote
- Mac OS / Windows
- Microsoft Suite
- Procreate
- Slack, Basecamp, Trello
- Zoom, Teams, et al.

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