

Helen Yu

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Production Experience

Production Secretary	Motionless	Gatz Laboratories
Set Production Assistant	Disposable: The Musical	Woods Productions
Office Production Assistant	Swamp Meat	Pulsinelli Productions
Set Production Assistant	Getaway-Free Ackrite (music video)	Tahoma Films
Set Production Assistant	The is the Hour	Mkrtumian Films
Production Coordinator	Fanswipe App (commercial)	Fanswipe
Set Production Assistant	Abuelita	American Film Institute
Set Production Assistant	John	American Film Institute
Set Production Assistant	11th Annual Comedy Celebration	Int'l Myeloma Foundation
Set Production Assistant	Mr. Hyphen (fashion show)	Hyphen Magazine

Related Experience

Operations May 2016 - Dec. 2017
Xenon Ventures Los Angeles & San Francisco, CA

- Maintain company wikis and filing system, write reports to investors, edit documents
- Coordinate company events, including our global leadership team retreat
- Manage calendar of Chairman, scheduling across time zones and coordinating travel
- Track and optimize budget, lowering cost of goods sold by 30% for one portfolio startup

Administrative Assistant, Project Manager Mar. 2013 - Jan. 2016
Rackspace San Francisco, CA

- Booked travel, scheduled interviews, and completed expense reports
- Managed summer internship program, including recruitment of candidates, arranging workshops, and communicating with stakeholders. NPS score of 100.

Education

University of California, Los Angeles Sept. 2005 - June 2009
Bachelor of Arts, Economics. Asian Language minor
University of Hong Kong - College of Business and Economics Aug. 2012 - Dec. 2012

Skills & Languages

- Fluent English and Cantonese. Beginner Japanese. U.S. Passport.
- Types 75wpm. Comfortable in both Mac and PC environments.
- Proficient in Word, Excel, PowerPoint, Outlook; Google Docs, Sheets, Forms; IMDbPro; Movie Magic Budgeting and Scheduling