

# Emma LaBelle

Front-End Web Developer

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## Education & Certifications

**Free Code Camp** — *Front End Certification*

**Girl Develop It, Raleigh** — *HTML/CSS, Javascript and PHP courses*

**Emerson College, Boston** — *Bachelor's Degree in Writing, Literature & Publishing*

## Technical Skills

HTML5 / CSS3, ES6, jQuery, Wordpress, Git

View my web development projects at [www.emmalabelle.com](http://www.emmalabelle.com)

## Work Experience

**CBS Television Studios, Los Angeles** — *Executive Assistant*

2013 – 2015

Provided administrative support to Vice President of Business Affairs. Drafted, edited and proofread legal agreements and deal memos for above-the-line talent for primetime CBS shows. Coordinated with talent agents and attorneys to ensure timely receipt of executed contracts. Maintained and updated CBS Television Studios database responsible for company-wide agreement tracking.

**Interloper Films, Los Angeles** — *Production Coordinator*

2013

Coordinated the videography and post-production of interviews for seven ongoing docu-series at ATotalDisruption.com. Spearheaded a one-month crowdfunding campaign that raised \$144,000 for continued production of the series. Created budgets, produced and distributed invoices, and kept post-production spreadsheets up to date.

## Previous Experience

**New York Office, Los Angeles** – Executive Assistant, 2010 – 2012

**Landscape Entertainment, Los Angeles** – 2nd Assistant, 2010