

Emma LaBelle

< front end web developer >

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Work Experience

MumbleStore

Co-owner, 2015 – 2018

Ran a successful Ebay store as a Top Rated Seller, clearing up to \$4,300 a month in gross sales. Sourced inventory from local yard sales and thrift shops. Packed and shipped out up to 200 orders a month.

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

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, JavaScript ES6,
jQuery, Git, Wordpress, PHP, MAMP,
eCommerce*

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