

# ARYNN M. COOPER



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## EDUCATION

### HOWARD UNIVERSITY

Washington, D.C.  
B.A. Management  
Cumulative GPA: **3.93**  
May 2022

## SKILLS

- Project Management
- Developing Concepts
- Project Coordination
- Project Planning/ Execution
- Detail-oriented
- Leadership
- Production Development
- Organization
- Verbal/Written Communication
- Adaptability
- Critical Thinking

## INTERESTS

- Acting(tv, film, & stage)
- Pre-production
- Production
- Post Production
- Entertainment
- Series Development
- Creative Arts Direction
- Leadership

## SOFT SKILLS

- Teamwork
- Self-management
- Solution-oriented
- Flexibility
- Conflict Resolution
- Innovation

## HONORS

- B.B.A Graduate Class Valedictorian
- Summa Cum Laude
- Alpha Lambda Delta
- University Honors Program
- 21 CAP Program
- Beta Gamma Sigma
- Chancellors List  
2019,2020,2021,2022

## PROFESSIONAL SUMMARY

A distinguished graduate achieving the prestigious title of valedictorian at one of the nation's top business schools and obtaining a Bachelor's degree in Business Management. With an exceptional academic foundation and a proven track record as a project manager. Combining business acumen with a passion for production and project management to design a visionary approach to develop concepts with strong leadership abilities.

## EXPERIENCE

### BANK OF AMERICA

2022-2023

Project Manager

- Manage projects to LOB products, processes or functions throughout cross-functional or inter-departmental teams
- Plan, organize, and monitor projects using appropriate techniques to ensure efficient and effective project completion
- Partner with businesses to develop and transition plans, including ongoing success measures, to sustain the change
- Analyze present-state, developing alternative future-state approaches and facilitating implementation

### PRODUCTION OFFICE ASSISTANT INTENSIVE LEARNING PROGRAM

2023-2023

Attendant

*Hosted by renowned producers Jennifer A. Haire and Gilana Lobel*

- Gained in-depth knowledge of the pivotal role of the Office Production Assistant in the film and television industry, including fundamentals of show creation, production operations, and crew support

## RELEVANT EXPERIENCE

### PROJECT LEADER

- Led cross-functional teams in the planning, execution, and successful completion of 10 projects, achieving desired outcomes
- Developed comprehensive project plans, including timelines, milestones, and resource allocation, to ensure project objectives were met on schedule and within budget
- Conducted project risk assessments and implemented mitigation strategies to proactively address potential issues and minimize project disruptions
- Monitored project progress, identified deviations from the plan, and implemented corrective actions to keep projects on track
- Collaborated with key stakeholders to define project scope, objectives, and success criteria
- Ensured that all project documentation and deliverables were completed accurately and in compliance with relevant standards and regulations

### PRODUCTION ASSISTANT

- Acted as a liaison between different departments, facilitating smooth communication and coordination
- Maintained inventory and organized the storage of production supplies and equipment
- Supported the production team in problem-solving and troubleshooting issues as they arose
- Provided general support to the production team, including handling administrative tasks
- Managed transportation logistics for crew and equipment