

MATT YOUNG

Executive Assistant | Production Assistant | Photographer
matt@projectcreativo.com | (760) 927-9659

PROFESSIONAL SUMMARY

Part organizer, part storyteller. Over a decade of experience supporting senior executives and managing complex operations, paired with a creative background in photography and film/TV production, I bring a rare blend of organizational rigor and creative sensibility. Skilled at anticipating needs, managing fast-paced environments, and supporting projects from concept to completion.

PROFESSIONAL EXPERIENCE

HEARST CORPORATION

Executive Assistant to Senior Advisor & President/CEO of International Academy of Television (International Emmy Awards) | Jan 2022 – Present

- Manage complex calendars across corporate, nonprofit, and industry organizations.
- Coordinate domestic/international travel; provide on-site event support.
- Support executive during major events (e.g., International Emmy Awards Gala).
- Prepare agendas, track action items, and handle sensitive information.

INTERNATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES (International Emmy Awards)

Membership & Social Media Coordinator | Jan 2019 – May 2021

- Developed and executed digital marketing campaigns.
- Managed social media to promote initiatives and increase engagement.
- Coordinated international conferences and committee meetings.

Office Coordinator | May 2017 – Jan 2019

- Oversaw office operations and special projects.
- Supported logistics for International Emmy Awards Gala.

THE RECORDING ACADEMY (GRAMMY AWARDS)

Regional Assistant, Membership & Industry Relations | Aug 2014 – Mar 2016

Executive Assistant to Chief Marketing Officer | Mar 2013 – Aug 2014

Marketing Assistant | Jan 2012 – Mar 2013

- Supported senior executives with scheduling, travel, and expense reports.
- Assisted in event operations and sponsorship activations.
- Produced member-exclusive digital content and supported marketing campaigns.

FREELANCE PHOTOGRAPHER

2015 – Present | projectcreativo.com

- Specialize in concert, portrait, and event photography.
- Collaborate with artists and organizations to create promotional visuals.

PRODUCTION CREDITS

- The Robert Irvine Show (TV, 2017) – Season 2 – Travel Coordinator
- Screwed (TV Movie, 2014) – Production Assistant & Stills Photographer
- Chasing Home (Feature, 2012) – Production Assistant
- Mega Python vs. Gatoroid (TV Movie, 2011) – Production Assistant
- The Rooster (Short, 2010) – Production Assistant

EDUCATION

- Google Professional Certificate (Coursera): Foundations of Project Management – Oct 2023
- NJ Institute of Technology – Digital Marketing Certificate – Jan 2022
- California State University, Los Angeles – B.A. in Television, Film & Media Studies; Minor in Marketing – May 2014