

Resourceful
Creative
Proactive
Adaptable

Edgar Recinos

Experience

Disney TV Animation Glendale, CA Apr 2022 – May 2023

Recruiting Coordinator

- Scheduling high volume of interviews between candidates and production teams
- Tracking onboarding status of incoming hires via ATS Systems (Workday)
- Warmly welcoming new and return hires through weekly orientation sessions
- Tabling at conventions (CTN, Lightbox Expo) to promote DTVA opportunities

Career Group Los Angeles, CA Feb 2019 - Mar 2022

Temp Recruiting/Admin Assistant Assignments

- Conducting frequent interviews to fill substantial Behavioral Therapist roles
- Screening for and engaging with qualified candidates through JazzHR
- Populating and updating metadata for major clients via Salesforce
- Utilizing DocuSign to format legal contracts with E-signatures

DC Entertainment Burbank, CA Oct 2015 - Feb 2019

Content Strategy Coordinator

- Managing high volume of metadata for future titles via Amazon WorkSpaces
- Fulfilling data update requests by Editorial and Production Teams
- Creating Cover Production Schedules to plan successful releases
- Performing data info verification on forthcoming cover proofs

Creative Capers Altadena, CA Sept 2011 - Oct 2015

Production Coordinator

- Supervising creative developments for major studio clients
- Scheduling and leading business meetings for company president
- Uploading case studies and news bulletins onto the Creative Capers website
- Archiving physical and digital copies of past projects

Additional Details

Contact

818-923-7417
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Skills

Adobe Suite
Amazon WorkSpaces
Concur
DocuSign
Filemaker Pro
JazzHR
Microsoft Office
Salesforce
Workday
Collaborative
Easygoing
Organized
Problem Solver
Bilingual: Spanish

Education

BA in Communication
Minor in Animation
Magna Cum Laude
Woodbury University

Associations

ASIFA-Hollywood
Awesome Assistants
Comic Book Sunday!
Disney & Dragons
Drink & Draw
Rainbow Connection
¡Dale!