

Yeraz Quillen

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EDUCATION

BS Film and Television | Boston University, College of Communication | Cum Laude 3.8/4.0 Sep 2021 - May 2025
Boston University London Study Abroad Internship Program Spring 2024

WORK EXPERIENCE

Personal Assistant, CBS Actress June 2025 - Present

- Manage communication, international travel logistics, and strategic calendar management across multiple time zones.
- Streamline project workflows and implement organizational systems to optimize personal and professional tasks.
- Collaborate on content development with media coordination for brand-consistent deliverables.

Freelance Filmmaker/Photographer 2017- Present

- Write, produce, direct, and film original short-form content from concept through post-production.
- Capture and edit still lifes, portraits, landscapes, and action shots to achieve creative vision.
- Provide professional photography services for music artists, live performances, promotional materials, and weddings.

Intern, Objekt Spring 2024 Semester

- Produced engaging social media content by editing raw footage and designing custom thumbnails for Instagram reels.
- Coordinated on-set production logistics with cast and crew to ensure seamless content creation and delivery.
- Managed props inventory and streamlined internal communications to support efficient production operations.
- Participated in development meetings and assisted with casting decisions to support pre-production planning.

Fine Dining Server, Le Mari 2024-2025

- Delivered table service including food, beverage, and bottle service in a high-volume hospitality environment.
- Built positive customer relationships by welcoming guests and managing client interactions.

Sales Associate, Clic (Retail) 2019 - 2021

- Delivered customer support across in-store and online channels to resolve inquiries and drive sales.
- Processed cash register transactions and tabulated daily sales to ensure accurate financial reporting.
- Coordinated inventory deliveries and executed restocking to maintain optimal product availability.

EXTRACURRICULAR & LEADERSHIP ACTIVITIES

VP of the Armenian Students' Association of Boston University, BU ASA 2021 - 2025

- Organized meetings, scheduled events, and led outreach initiatives to expand organizational engagement.
- Advocated for Armenian causes and educated the community on Armenia's cultural heritage and historical significance.

Editor of Three School Publications (Yearbook, Magazine, Newspaper) 2017-2021

- Led yearbook production from concept to publication, including layout design, photography, and content curation.
- Curated literary magazine by reviewing submissions and contributing original poetry and political writing.
- Produced annual Poetry Cafe, building community engagement through student and guest speaker programming.

SKILLS

Adobe Premiere Pro & Photoshop; Canva; Final Draft; Microsoft PowerPoint; Communication; Content Management Systems; Video Production; Photo Editing; Writing/Editing; Sales; Problem Solving; Multitasking; Strategic Planning; Public Speaking; Singing; Piano.

LANGUAGES

English (Native); Armenian (Native); Spanish (Beginner); French (Beginner)