

CHELSEA DUDLEY-JONES

Houston, TX | Open to Relocation | Car Owner & Driver Executive Assistant | Creative Operations | Entertainment

PROFESSIONAL SUMMARY

Executive Assistant with experience supporting high-profile creatives, executives, artists, and production teams across entertainment, media, and fashion. Trusted for discretion, intuition, and operational excellence in fast-paced, high-visibility environments. Adept at managing complex calendars, travel, productions, and communications while protecting executive time, energy, and brand integrity.

CORE EXPERTISE

Executive & Administrative Support • Calendar, Travel & Inbox Management • Confidentiality & Discretion • Celebrity & Artist Support • Production Coordination • Event & Set Operations • HR & People Operations • Creative Operations • Project Management • Stakeholder & Vendor Liaison

Executive Administrator

Tenth Child Inc. | Hybrid

- Supported C-suite executives across entertainment-focused ventures including film, television, music releases, and talent management.
- Managed complex calendars, travel logistics, communications, and shifting priorities.
- Planned and executed high-profile events while overseeing budgets and timelines.
- Served as liaison between executives, artists, industry partners, and stakeholders.

Production Coordinator / Production Assistant (Freelance)

Film, Television & Live Events

- Supported productions for REVOLT TV, Stellar Awards: Unplugged, and large-scale live and community events.
- Coordinated artist schedules, rehearsals, soundchecks, equipment setup/breakdown, and on-site logistics.
- Maintained smooth communication between creatives, crew, and venue teams.

Executive Assistant

Palm Palace Consultants | Houston, TX

- Managed executive scheduling, travel, and daily operations.
- Provided hands-on support for fittings and styling sessions.
- Coordinated wardrobe inventory, designer pull management, and returns.

Human Resources

Target | Houston, TX

- Support onboarding, employee records, scheduling, and confidential HR documentation.
 - Serve as a trusted point of contact for employees and leadership.
-

ADDITIONAL LEADERSHIP & CREATIVE EXPERIENCE

Director – Sis, I Hear You Foundation

Oversee operations, events, volunteer coordination, and internal systems for a nonprofit community organization.

EDUCATION

Full Sail University – B.S. Business (Entertainment Business Concentration) *(In Progress)*

Lone Star College – A.A.S. Communications

Comfortable supporting high-profile talent • Open to relocation • Transportation secured