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## EDUCATION

### Georgia College & State University, Milledgeville, GA

Expected August 2024

Bachelor of Arts, Mass Communication  
Concentration in Film, Television, & Audio Production  
Minor in Rhetoric

*Relevant Classes: Writing For Digital Media, Documentary Film Making, Public Speaking, Small Group Discussion*

## PRODUCTION EXPERIENCE

### Production Assistant, Salisbury, NC

June 2022 - July 2022

*To Her with Love, THWL*

- Assisted production designer in setting up sets for daily filming.
- Organized art department work room and Covid Compliance office.
- Communicated with producers daily and informed them of issues as they arose.

### Health & Safety Production Assistant, Charleston, SC

May 2022

*Girlfriends Summer Getaway, LLC*

- Completed daily Covid testing reports for production team in excel and testing database.
- Assisted with the collection and labeling of daily Covid testing of cast and crew.
- Monitored compliance of Covid protocols on set during filming.
- Assisted in organizing files and supplies in Covid Compliance production office.

### PRODUCTION INTERN, Dunedin, FL

July 2021

*Taste of Love, ATOL, LLC*

- Responsible for the printing, distribution, and completion of production documents, including scripts and sides.
- Coordinated and fulfilled lunch orders for cast members, ensuring timely delivery and satisfaction.
- Procured essential supplies for the production office and makeup team through strategic shopping and efficient organization.

## ADDITIONAL EXPERIENCE

### STUDENT PRACTICUM, Georgia College & State University

August 2023 - December 2023

*Sandra Dunagan Deal Center for Early Language and Literacy*

- Assisted in production of audio content for an online presentation destined for website publication.
- Designed graphics for social media posts on X, Facebook, and Instagram

### LABORATORY SUPPORT ASSISTANT, Hinesville, GA

December 2020 - December 2022

*Horizon Diagnostic Laboratory LLC*

- Greeted visitors and callers. Handled inquiries and directed them to appropriate personnel.
- Uploaded documentation into patient files.
- Organized and inventoried laboratory supplies.

### PEER MENTOR/COMMUNITY ADVISOR, Milledgeville, GA

July 2021 - June

2022

*Georgia College & State University Student Housing*

- Demonstrated comprehensive knowledge of and enforced housing policy.
- Planned community events for 35 residents to include creating event posters and graphics and drumming up interest among students.
- Handled on-call phone, student lockouts and emergencies.

## CAMPUS INVOLVEMENT

*Delta Gamma Fraternity – Eta Chi Chapter*

August 2020- Present

## SOFTWARE

Adobe: Premiere Pro, Photoshop, Audition, After Effects  
Microsoft Office: Word, PowerPoint, Excel

## SKILLS

Public Speaking, Teamwork, Mediation, Organization,  
Quick Adaptable, Media Literacy

References Upon Request