

Megan Kelly

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Objective

I am a motivated recent college graduate with a passion for television and production. I am currently seeking an entry-level position in the entertainment industry.

Education

Boston University 2011-2014

College of Communication
Bachelor of Science, Film & Television

Experience

Production Intern/Temporary Receptionist - ELEMENT Productions Spring 2014

- Assist producers and editors with production and post-production of content
- Answer phones and assist with client research, conference calls, and expense reports

Social Media Chair/Webmaster - Sigma Kappa Sorority, Delta Chapter Spring 2014

- Manage all social media accounts and official website for BU's Sigma Kappa chapter

Production Intern - NBCUniversal, E! Entertainment Television Fall 2013

- Assisted producers with in-studio production of *Studio E!*, *Live From E!*, and *E! News Now*
- Edited and produced segment for E! New Media and E! Online
- Researched news and pitched news stories for *E! News Now*

Production Intern - Gary Sanchez Productions/Funny or Die Fall 2013

- Assisted with daily production duties including picking up supplies, stocking kitchen, & answering phones
- Worked as a production assistant on several studio and on-location shoots
- Filled in for assistants for executive producers at Gary Sanchez Productions

Post-Production Intern - Viacom, MTV2 & MTVu Productions Summer 2013

- Managed media: ingested footage, log & transferred, encoded, archived footage, organized footage and tapes
- Worked directly with editors, assisted in post-production needs for shows such as *Wild N Out* & *Guy Code*
- Pitched and assisted with talent research for development department

Production Intern - Viewpoint Creative Spring 2013

- Assisted producers in client research, brainstorming, development, physical production, and editing
- Worked as production assistant for *Staples: My Order Center* commercial and *HGTV: Redesign - Case Study*

Film Assistant - Boston University's Mugar Memorial Library September 2012 - May 2014

- Film, produce, and edit educational videos that promote library awareness and library events
- Blog and run social media accounts for library

Production Intern - Brookline Access Television Summer 2012

- Assisted producers with set design, directing, and editing of studio shows
- Filmed on-location and edited segments about local cultural and sporting events

Skills: Final Cut Pro, Avid Media Composer, Adobe Photoshop, Adobe Encoder, Microsoft Office, Mac OSX

Interests: improvisational comedy, social media, blogging, scrapbooking, organizing