

# Macy D. Hays

Production Assistant

New York, NY 10011

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## SUMMARY

I am a hard-working person with 8+ years of experience in various industries. This experience has given me the versatility to adapt and succeed in any role.

## EXPERIENCE

### **Cloverfield Paradox (Bad Robot), Los Angeles, CA – Office Production Assistant**

May - September 2016

- Created calendars, travel itineraries, and daily wrap reports
- Organized daily production files
- Managed deliveries, returns, and errands
- Coordinated with the Production Secretary and Accounting on paycheck distribution, petty cash transactions, and new hire paperwork

### **Unforgettable (Warner Brothers), Los Angeles, CA – Office Production Assistant**

July - October 2015

- Coordinated initial office set-up, deliveries, and errands
- Managed phones and daily production files
- Coordinated with Accounting to keep track of all petty cash transactions

### **Ryan Seacrest Productions, Los Angeles, CA – Office Production Assistant**

April 2014 - May 2015

- Assisted Development department in pitch meetings and run-throughs for upcoming projects
- Researched with Development for footage and pitch ideas
- Coordinated with Office Manager for office set up and supplies, in addition to making accounting and production deliveries
- Managed calendars, generated paperwork for new productions, and managed phones

## EDUCATION

### **University of Oklahoma – Norman, OK**

Bachelor of Arts (2021) – Film and Media Studies

## SKILLS

Problem-solving, Time-management, Communication, Multi-tasking, Cash handling.  
Knowledgeable in Mac/PC: Microsoft Office, Google Drive, Dropbox, Adobe Acrobat

\*Proof of COVID-19 vaccination available upon request\*