

MARY EVANS

Address | (Phone) | Email

PRODUCTION ASSISTANT ▪ WRITER (TV/FILM/MEDIA)

Expert Production Consultation ▪ Superior Writing Skills ▪ Innovative Production Administration

- ♦ **Production Management.** In-depth knowledge of production and video projects from inception to completion. Successful at scheduling and organizing research operations utilizing knowledge in using production equipment. Skilled in writing and editing scenes, scripts, as well as co-producing stories.
- ♦ **Administration and Communications.** Showcase innovative administrative support for a wide variety of program participants and staff. Lead initiatives in overseeing projects and managing workloads to meet strict deadlines while efficiently dealing with various tasks. Build and maintain harmonious working relations with management, staff, as well as internal and external groups.
- ♦ **Technical Proficiencies.** Knowledgeable in computer applications, proficient in Final Cut Pro, AVID editing software, and Microsoft Office.
- ♦ **Strengths and Accomplishments.** Known for creativity, persistence, and professional demeanor, with demonstrated skills in meeting deadlines and objectives. Articulate communication and superior organizational capabilities; solid skills in improving productivity and efficiency while reducing costs.

EDUCATION

Loyola University Chicago, Chicago, IL: 2003-2007

- **Bachelor of Arts in Communications, Minors in Philosophy and Theology**
- **Related Coursework:** Film Production, Introduction to Video Production, Photography, Reporting I & II, Feature and Opinion Writing, Rhetorical Criticism, Contemporary Culture, Historical Issues in Journalism and Politics, Communication Processes and Practices, Contemporary Culture Ethnography, Public Speaking / Debate, Video Production I & II

INTERNSHIP

"Christina has been extraordinarily dedicated to her work and the quality is superior. She grasps what's ask of her and works beyond the required hours to make sure everything has been thoroughly completed. She is eager to learn and absorb beyond the average. She has exceeded all expectations, went above and beyond the call of duty, with a keen determination to complete every task to the fullest."

Mark Saxenmeyer, **Supervisor**, Fox News Chicago (WFLD-TV), Chicago, IL

Fox News Chicago (WFLD-TV), Chicago, IL

Associate Producing Intern

May-Sep 2007

- Performed comprehensive Internet and manual researching, writing feature pieces, conducting pre-interviews, creating and presenting stories to company supervisor and executive producer
- Researched and followed-up for investigative leads, helped and organized shooting schedules, participated on editing sessions, logged footage, pulled and organized B-roll from archives, responded to calls, negotiated with Fox News Staff on news tips, and participated in production meetings
- Successfully co-produced four stories and assisted in seven other stories; worked on National Fourth of July Show, provided special light shoot at the Aragon Ballroom in Chicago, and assisted in

investigating a groundbreaking story into robberies of NBA basketball stars Antoine Walker and Eddy Curry

PROFESSIONAL BACKGROUND

Ann Taylor LOFT, Frederick, MD

Assistant Manager

Jan 2008-Present

- Oversee entire operational management such as organizing daily meeting, set up target net goals, and coordinate with fellow district managers in meeting and exceeding regional objectives
- Review and analyze daily, weekly, monthly conversion goals for presentation to associates
- Administer markdowns, marketing, and business plans as well as store maintenance
- Lead a staff of 15, administer opening and closing of the store, promoting credit, organizing schedules, and arranging floor sets

The Body Shop, Bear, DE

Assistant Manager

Oct 2007-Feb 2008

- Directed entire business and production operations utilizing comprehensive background in team management and leadership to obtain company goals and revenue objectives

OTHER EXPERIENCE

USTA Boys National Claycourt Championships, Rockville, MD

Site Manager

Date

Loyola University, Chicago, IL

English Tutor

Date

AFFILIATION

Member, National Society of Collegiate Scholars

Alumni, John Felice Center in Rome, Italy