



MACKENZIE WATKINS

EXECUTIVE SUMMARY

I'm an enthusiastic and hard working individual currently seeking a full-time role where I can grow professionally and showcase my skills in a diverse and creative environment.

CONTACT INFORMATION

Email: mackenziewatkins63@yahoo.com

Website: www.writtenbywatkins.com

LinkedIn:

linkedin.com/in/mackenziewatkins63

Address: Los Angeles, CA

AREAS OF EXPERTISE

- Film & Television Writing
- Research & Development
- Social Media Engagement/Insights
- Content Creation
- Storyboarding
- Conflict Management & Resolution
- Interpersonal Skills
- Google Suite, Microsoft office, iMovie, FinalDraft, WordPress, & WriterDuet

PREVIOUS EDUCATION

California State University, Fullerton

Bachelor of Arts in Cinema & Television Arts, 2020

- Graduated Magna Cum Laude
- Maintained a 3.75 GPA
- Member of Alpha Dela Pi Sorority
- Held positions in Event Planning, Social Media, and Recruitment for ADPI over the course of 4 yrs.

El Modena High School

High School Diploma, Class of 2016

- Graduated with honors
- Member of the Volleyball team all 4 yrs.
- Advertising Editor of the Frontline Newspaper
- Vice President of Girl's League

CAREER SUMMARY

Personal Assistant

Robert Engels (Screenwriter & Producer)

January 2019 - March 2020

- Organize office materials, schedules, and paperwork as well as take phone calls and filter emails in order to ensure smooth day to day operations.
- Analyze script pages from Mr. Engels Advanced Scene Writing, Screenwriting, and Rewrite classes to provide notes before future meetings with students.
- Assist in taking all meeting minutes while serving as a liaison between Mr. Engels and his associates/clients.

Front Desk Receptionist

Hilton Anaheim Hotel

March 2018 - March 2020

- Answer guest questions and resolve guest complaints to provide superior customer service.
- Managed daily data entry for all guests interacted with as well as how much money each guest spent in the facility that day to ensure smooth shift transitions between employees and keep our statistics up to date.
- Responsible for booking spa appointments, registering new Hilton Honors memberships, checking guests in/out, stocking supplies, and running our POS to ensure smooth day to day operations.

Casting and Talent Relations Intern

Hollywood Casting and Film

July 2019 - October 2019

- Organize studio rental schedules while setting up cameras, lighting, and talent check-in servers in 7 studio spaces for daily casting calls.
- Film and read sides for 15 actors/actresses self-tape auditions daily to assist in talent success as well as to present on our website for company exposure.
- Read through production needs and send out audition invitations to the appropriate prospective talent in order to support filmmakers' project success and bolster the exposure of actors who hold memberships at our agency.

Production Development Intern

MorningStar Entertainment

January 2019 - May 2019

- Assist in creating and designing show pitch decks to present to network executives in order to sell new TV shows.
- Transcribe sound bite time codes from 3 interviews to incorporate content into sizzle reels before pitching a show.
- Record notes from business agendas, development meetings, and casting interviews to create schedules, keep track of production advancements, and assist in generating short scripts for future casting calls.

PORTFOLIO

www.writtenbywatkins.com