

MACKENZIE WATKINS

EXECUTIVE ASSISTANT

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

Cell: (714) 583-3080

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LinkedIn:

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Address: 2131 N. Cahuenga Blvd. #30

Los Angeles, CA 90068

AREAS OF EXPERTISE

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

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 Delta Pi Sorority
- Held positions in Event Planning, Social Media, and Recruitment for ADPi over the course of 4 years

***References available upon request

CAREER SUMMARY

Executive Assistant to Senior Vice Presidents

Career Group Inc.

September 2020 - Present

- Serve as the Executive Assistant and Recruiting Coordinator for two Senior Vice Presidents of Career Group Inc. by assisting in taking all meeting minutes, preparing important documents while ensuring confidentiality, and serving as a liaison between the SVP's and their high profile clientele.
- Handle all scheduling needs, manage 3 different calendars, filter calls, emails, and resumes, and serve as first point of contact for all clients.
- Maintain daily executive reports, update records through online recruiting software, and communicate with Executives from different companies to coordinate internal interviews across multiple calendars and time zones.

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.

INTERNSHIPS

Casting and Talent Relations Intern

Hollywood Casting and Film

July 2019 - October 2019

Production Development Intern

MorningStar Entertainment (Mysteries Decoded on The CW)

January 2019 - May 2019