

MIRA MONSON

(818) 640-9765 | 1154 S 1300 E, Salt Lake City, UT 84105 | mirajade@pm.me

EDUCATION

University of Utah

Salt Lake City, UT

Bachelor of Film and Media Arts

May 2023

- Film major with an emphasis in film production
- Relevant coursework: Introduction to Film Production, History of Film
- GPA: 4.0, Dean's List in all semesters attended

Moorpark College

Moorpark, CA

- Dean's List: Fall 2019

Aug 2019 - Dec 2019

PROFESSIONAL EXPERIENCE

Joi Cafe

Westlake Village, CA

Manager

Mar 2017 - Aug 2019, Summer 2020

- Daily responsibilities included greeting customers, building personal relationships, resolving complaints, and supervising team members to ensure a smooth flow of the restaurant
- Promoted from server/cashier to manager after 17 months

Stardust Frames Productions

Los Angeles, CA

Intern

Apr 2020 - Aug 2020

- Assisted producers in development and production through scheduling, budgeting, and researching for a four-part documentary series
- Organized archive materials and generated documents to help media editors pipeline the company's videos more efficiently

Liberty (Short)

Los Angeles, CA

Director's Assistant

February 2020

- Duties include location scouting and attending editing sessions
- General director's assistant duties

Guardians of Life (Short/ PSA)

Los Angeles, CA

Director's Assistant

Sep 2019 - Oct 2019

- Attended pre-production meetings, production, and post-production with crew
- Aided the director by coordinating meetings with actors and crew

ACTIVITIES

Competitive Cheer

2016 - 2018

- Won the national title for crowd leading in 2017
- Competed in state, west coast, and national competitions

Delta Gamma Chapter of Beta Gamma

2020 - Present

- Raised over 5,000 dollars for charity Service for Sight to help children who can't afford glasses
- Awarded the highest GPA out of the University of Utah sororities and fraternities

SKILLS

- Praised in previous jobs for my outstanding communication and customer service skills
- Dependable, self-motivated, positive and outgoing attitude, well-organized, able to perform under pressure, and attentive to time schedules

INTERESTS

- Enthusiastic about filmmaking and have made two short films
- Enjoy doing spin classes, skiing, and keeping active