

# MACKENZIE MCGRATH

1059 E 600 S, Salt Lake City, UT 84102

kenziemcg@gmail.com

8019955713

## PROFESSIONAL SUMMARY

Film and Media Arts student passionate about creating content, projects, and all other artistic endeavors. 5+ years of multitasking, balancing multiple projects, and managing tasks and people. Able to meet demanding workloads and work under stressful situations.

## SKILLS

production management, technical writing, written communication, administrative support, leadership, artistic design, project oversight, content editing

## EXPERIENCE

### **Film producer, assistant and writer - July 2020 - Current - View From the U | Salt Lake City, UT**

- Writes and creates content for the University of Utah student ran production studio
- Collaborates with creative teams to produce weekly video shorts
- Uses technical abilities in a film studio setting

### **Executive Assistant - June 2020 - Current -APEX Entertainment | Salt Lake City, UT**

- Manages tour dates, musical groups, and artists for APEX touring company
- Makes executive artistic decisions and finalizes projects
- Manages paperwork, documents, and all other business endeavors

### **Opinion Writer - July 2020 - February 2021 - Utah Daily Chronicle | Salt Lake City, UT**

- Created academic content for the University of Utah
- Worked with short and hard deadlines weekly
- Collaborated with the U Student Team and Editors

**Narcotic Pharmacy Technician November 2018 - Current - Intermountain Medical Center |  
Murray, UT**

- Professional hospital environment, working with management and interpersonal teams
- Manages narcotic counts, paperwork, and all other pharmacy needs
- Uses leadership knowledge to lead team in fast paced environment

## **EDUCATION**

**Utah Film Commission Production Assistant Certification**

**Film and Media Arts  
University of Utah, Salt Lake City, UT**

**Mountainland Technical College, Spanish Fork, UT**

## **VOLUNTEER**

Task Force PreSchool Volunteer January 2020 - Current - Therapeutic PreSchool - The Children's Center | Salt Lake City, UT

- Works with children by using therapeutic techniques to cultivate healing and growth for the mental well being of children aged 4-5 years-old
- Shares insights and ideas for volunteer success with students