

Michelle Vo

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EDUCATION

UNIVERSITY OF UTAH

Bachelor of Science in Marketing

Salt Lake City, UT

May 2022

Bachelor of Arts in Film and Media Arts

May 2022

WORK EXPERIENCE

MEGAPLEX THEATRES

Video Production and Marketing Intern

Sandy, UT

July 2023-Present

- Edits pre-feature content through DaVinci Resolve, Photoshop, and Media Encoder for Megaplex theatre screens and lobby screens
- Photographs and video tapes content from special events, tabling events, and Megaplex news appearances
- Directly assists pre-feature producer, marketing director, and creative director in producing pre-feature and media content, collaborations with social media and Megaplex partners, and strategizing promotions for large film releases

ROUTE

Customer Experience Specialist

Lehi, UT

August 2021-June 2023

- Provided customers with assistance and resolutions through Zendesk to ensure that they are satisfied with products distributed by Route's partners, merchants.
- Thoroughly communicated with team members to ensure KPIs and CSAT scores are met and maintained.

SALT LAKE MARITAL & FAMILY THERAPY CLINIC

Secretary/Clerk

Salt Lake City, UT

March 2020 – March 2021

- Communicated with patients to schedule appointments, address concerns, and provide details for therapy
- Transferred all client data to Excel database, handled and processed insurance claims, and provided assistance to therapist as needed to manage the office

Education at Work

Account Manager

Salt Lake City, UT

April 2019 – February 2020

- Communicated with 50-80 Discover cardmembers per shift regarding account details

Medical School, University of Utah

Research Lab Assistant

Salt Lake City, UT

January 2018 – October 2019

- Collected and analyzed laboratory specimens to select breeder species to maintain particular DNA strands
- Assisted in laboratory surgical procedures for collecting vital organs to be dissected and tested

SecurityNational Mortgage Company

Mortgage Professional Assistant

Midvale, UT

July 2016 – August 2016

- Met with clients, organized client data and paperwork, communicated to external professionals working with the same clients, and responded to daily tasks, which allowed for the loan officer to accomplish tasks efficiently.

FILM COURSEWORK

FILM 2500 Intro Film Production

Fall 2021

- Wrote, directed and edited a short fictional film and short documentary.
- Studied the basics of story writing, cinematography, lighting, directing, and editing together a short original film.

FILM 3820 Writing The Short Screenplay

Fall 2021

- Studied the fundamentals of writing a short screenplay and analyzed original scripts written by peers in group discussions.
- Wrote a series of original, short screenplays and received direct feedback from peers and professor from live readings of scripts.

FILM 3530 Directing

Spring 2022

- Studied the works of numerous established directors and discussed the stylistic choices executed to be incorporated in my own work.
- Wrote a directorial proposal for a feature length film utilizing my own short screenplays previously written.

FILM 3570 Digital Cinematography

Spring 2022

- Studied in depth the fundamentals of digital cinematography.
- Participated in lighting/camera movement workshops and shot photos/video clips to fulfill varying cinematography lab exercises.
- Created overhead notes, mood board, equipment list, and shot list for a cinematography pitch to professor from a provided script.

FILM 4580 Producing an Indie Film

Spring 2022

- Studied the fundamentals of producing film (i.e. contracts involved, personnel involved, etc.)
- Watched foreign and American films for class discussions and analysis.
- Created a film production pitch which includes: a day out of days form, funding and distribution worksheet, a theoretical grant application, a film budget, a stripboard, a production calendar, a production schedule, and lookbook for a short, fictional screenplay.

ACTIVITIES

University of Utah Asian American Student Association (AASA) – President

May 2019 – May 2020

- Led 14 officers in coordinating activity-based and discussion-based meetings
- Overlooked entire organization and ensured member and campus community expectations were respected and met
- Coordinated activities with other student organizations for joint meetings/socials, such as VASA (Vietnamese American Student Association) and MEChA (Movimiento Estudiantil Chicano de Aztlan)

University of Utah Asian American Student Association (AASA) – Activities Director *September 2018 – May 2019*

- Organized activity-based meetings to increase member retention and turnout to future meetings.
- Was a group leader during the Asian American Student Association High School Conference and informed future university students of resources on campus and AASA through workshops and presentations.
- Coordinated activities with other student organizations for joint meetings/socials, such as VASA (Vietnamese American Student Association) and MEChA (Movimiento Estudiantil Chicano de Aztlan)

SKILLS

- Familiar with Adobe Creative Cloud Software such as Premier, AfterEffects and Animate
- Proficient in content creation such as podcasting, writing, video editing, and basic graphic designing
- Familiarity with social media platforms such as Instagram, Facebook, LinkedIn, Twitter, TikTok, and Snapchat
- Bilingual: Vietnamese and English
- Strong attention to detail, organized, multi-task, team player, and creative mindset
- Plays 5 instruments - violin, piano, guitar, ukulele, and electric bass
- Photography and videography [@alternative_angles](#)