

Makenna Bryant

843-718-5488 • missmbryant10@comcast.net
www.makennabryant.com

PROFESSIONAL SUMMARY

Motivated Business Administration graduate with minor in Film and Media Studies as well as experience in performing arts industry. Comfortable in fast paced, high pressure environments, meticulous, and experienced in remote work with strong technical background using Zoom, Microsoft Office, and Google Suite. Former Disney College Program Intern.

SKILLS

- Well versed in many aspects of the Television and Entertainment industry such as casting, production, editing, and sound design; and experienced as actor in supporting roles
- Skilled in all Administrative tasks including scheduling, database and spreadsheet management, documentation, and reporting
- Familiar with film editing software such as Adobe Premiere Pro, and iMovie; and able to use both Mac and PC systems
- LinkedIn Learning Certifications: Word Essential Training, Excel Essential Training, Adobe Premiere Pro CC 2019
- Clear and concise communication skills with the ability to convey succinct messaging in person, over the phone or through email
- Excellent organizational skills and time management skills to support multiple projects
- Excellent critical thinking, problem solving and analytic skills with the ability to gather and review all information and make informed decisions
- Ability to excel in a fast-paced, high-pressure environment
- Strong ability to work as a collaborator or without supervision

EDUCATION

Bachelor of Science in Business Administration Minor in Film and Media Studies, 2022

Oglethorpe University
Brookhaven, GA
GPA: 3.9

Relevant courses:

- Professional Practices in the Entertainment Industry
- Theatre and Culture
- Introduction to Multimedia Production
- Aesthetics and Analysis

PROFESSIONAL EXPERIENCE

Administrative Associate
Academy Ballroom
Atlanta, GA

September 2021 to May 2022

- Assisted Executive Director in various administrative duties including scheduling, monitoring phones and emails, inventory tracking, poster design, and sales
- Served as intermediary between clients and dance instructors
- Helped in dance instruction/choreography occasionally

Remote Supplemental Instructor

August 2020 to May 2021

Oglethorpe University

Brookhaven, GA

- Helped run Macroeconomics and Microeconomics classes on Zoom
- Held scheduled office hours for individual students needing assistance in the courses, as well as weekly group review sessions

Social Media Specialist

May 2020 to August 2020

Backyard Retreats, Inc.

December 2016 to May 2018

Mt. Pleasant, SC

- Developed and managed all social media sites as well as store website
- Consulted with customers and manufacturers on orders

Disney College Program Intern

January 2020 to March 2020

Walt Disney World Resort

(COVID-19 Interruption)

Orlando, FL

- Greeted and provided guests with park information, and directions at Disney's Hollywood Studios
- Managed crowd control at various attractions, primarily Rise of the Resistance
- Used the L.A.S.T. approach handling guest situations
- Part of Mickey and Minnie's Runaway Railway Opening Team

ORGANIZATIONS AND ACCOMPLISHMENTS

Vice President of National Society of Leadership and Success Oglethorpe Chapter

Omicron Delta Kappa Honor Society Member

Epsilon Iota Psi Sorority Member

Summer in the City Juilliard Summer Acting Program

Created student short film "Plain Sight" (see website)

Acted in independent film and won award for Best Supporting Actress as Shari in Jody Wilhelm's "The Ultimate Gift." (see website)