

# McKenna Lee

New York, NY 10012 • (503)704-2498 • mcl9646@nyu.edu • [LinkedIn](#) • [My Website](#)

## EDUCATION

**New York University**, Tisch, New York, NY

May 2023

BA in Drama

GPA: 3.8

Relevant Coursework: Stonestreet Studios, Entertainment Media Industries, Stage Management, Music Publishing

## SPECIAL PROJECTS

July 2018-Present

**Artist - *Ni Music Group*** - Studio City, California

- Wrote, sang and released two pop songs, one called “bad one” and one called “strawberry shortcake”, along with an EP set to be released this spring with accompanying music videos
- Created and directed the music video for “bad one” which includes designing and building the set, costumes, hair and makeup, filming, starring and editing.
- Created and directed the music video for “strawberry shortcake” while starring and filming it.
- Developing an upcoming album consisting of ten new songs set to be released this year with accompanying music videos, behind the scenes and lyric videos all personally edited and directed.

**Blogger - *Eats With Ken***

Dec 2021-Present

- Developing a food blog geared towards allergy friendly recipes and restaurant reviews called “Eats With Ken”.
- Designing a website and using my 18.9K personal Instagram following to create a community and promote the blog.

## WORK EXPERIENCE

**Personal Assistant Intern - *Serendipity Entertainment*** - Los Angeles, California

Oct 2018-May 2019

- Submitted talent for roles and communicated with talent and talent's agents.
- Provided organization of talent and talent's materials and provided support for the head manager whenever needed.
- Ran social media accounts and created daily content.

**Executive Assistant - *Erickson Group, Ltd*** - Beaverton Oregon

May 2021- Jan 2022

- Created an Instagram account to build community among the employees of the business.
- Assisted with event coordination for employee development activities for 150 employees which included food truck events, barbeques, holiday celebrations, raffles and gifts.
- Provided excellent front desk assistance for employees and visitors.
- Supported the corporate executives by providing administrative needs including filing, organization, lunches, and meeting planning.

## LEADERSHIP & EXTRACURRICULAR ACTIVITIES

*Events Chair*, Kappa Kappa Gamma, NYU

Sept 2020-Present

*Trick/Show Skier*, Portland Water Spectacular, Portland Oregon

Aug 2018-Present

*Leader*, Service Team and Volunteer Coordinator, Riverdale High School  
2020

May 2019-May

*Director*, Wildhorse Camp, Riverdale High School

Nov 2018-March 2020

*Leader*, Leadership Club, Riverdale High School

Sept 2018-May 2020

*Leader*, Drama Club at Riverdale High School

Sept 2018-May 2020

*Student Advisor*, Site Council, Riverdale High School

Sept 2016-May 2020

## SKILLS

Computer: Final Cut Pro and iMovie

Language: Spanish

Boat License