

NANCY WANG

PRODUCTION ASSISTANT & INTERN

CAREER OBJECTIVE

Adaptable Film and Media Arts major currently attending the University of Utah. Seeking Production Assistant roles and internships with the Utah Film Commission to be more involved in the industry.

PROFESSIONAL EXPERIENCE

OUTREACH INTERN

Utah Film Center, Salt Lake City, UT / Mar 2020 - Jul 2020

- Salesforce software proficiency
- Established new contacts and fostered existing customer relations
- Sent out promotional emails in a timely manner
- Provided assistance with in-person festival events

SUNDANCE FILM FESTIVAL INTERN

Utah Film Center, Salt Lake City, UT / Jan 2020 - Jan 2020

- Prompt communication via email/text with film contact
- Assistance with event planning and logistics management
- Local city and route knowledge
- Timely delivery runs, such as groceries and meals
- Invoice statement processing

OFFICE PRODUCTION ASSISTANT

South Bay Productions LLC, Farmington, UT / Nov 2019 - Dec 2019

- Department runs and prompt delivery
- Email correspondence
- Collaboration with various department members
- Paperwork processing and editing

REFERENCES

Brady Webb, Assistant Office Production Coordinator, South Bay Productions LLC

[REDACTED] - Former Office PA Supervisor

Sarah Mohr, Artist Support Manager, Utah Film Center

[REDACTED] - Sundance Internship Coordinator

Russell Roots, UX Manager, Utah Film Center

[REDACTED] - Former Outreach Supervisor

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EDUCATION

UNIVERSITY OF UTAH

GPA: 3.8

Salt Lake City, UT

Bachelor of Arts (B.A.) Film and Media Arts Candidate (Expected graduation May 2023)

Relevant Coursework

- Social Justice Documentary
- Sundance Film Festival Workshop

Awards & Honors

- Trustee's Scholarship Recipient

Extracurricular Activities

- Delta Gamma Sorority

ADDITIONAL SKILLS

Microsoft Word, PowerPoint, and Excel Proficient

Currently Learning Adobe Photoshop & Premiere

French - Intermediate Level in Speaking, Writing, & Reading

LICENCES AND CERTIFICATIONS

Certified Nursing Assistant
Utah Film Commission PA Certification

Red Cross CPR Certification