

# RACHEL MACKILLOP

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## EDUCATION

ITHACA COLLEGE | ITHACA, NY  
Roy H. Park School of Communications  
Bachelor of Science | Cinema & Photography  
Concentration | Cinema Production  
Minor | Communication Management Design

## EXPERIENCE

### Warrior Poets: MTV's True Life | Production Assistant | New York, New York

June 2016 - July 2016

Helped to produce episode of True Life "I'm in a Fight Church". Assistant to the crew members. Handled all equipment on set. Made sure shooting was on schedule the entire day. Worked with actors between scenes and prepped them. Handled minor paper work such as release forms.

### Campus Center & Events Services | Special Event Manager | Ithaca, NY

May 2016 - August 2016

Planned events for clients, managed events, and worked directly with clients during events to help them with anything they need done.

### Ways & Means Productions | Intern | Beverly Hills, CA

March 2016 - May 2016

Assisted with script coverage. Conducted research on directors, production designers, and screenwriters. Performed administrative tasks such as scheduling meetings, creating Excel sheets, and answering the phone.

### Prodigy Talent Agency | Intern | Los Angeles, CA

January 2016 - May 2016

Worked directly with clients, helping new actors set up their online profiles, pick out headshots, and prepare for auditions. Submitted actors for major auditions. Worked on pre-production tasks for commercial shoot for the agency; scouted locations, casted talent, hired costume designers and make-up artists.

### ABC Entertainment, Lady Time | Intern | Los Angeles, CA

February 2016

Assisted in production tasks on set for new ABC mini series. Assisted the director by setting up materials for scenes. Worked with actors between scenes. Stood in as an extra in some scenes when necessary.

### Ithaca Celtic Festival | Marketing & Advertising | Ithaca, NY

June 2015

Handed out flyers to local businesses around town, promoting the festival. Worked as event assistant at festival overseeing activities and checking guests in at the gate.

### Park Productions | Producer, Editor, Production Office Coordinator | Ithaca, NY

January 2015 - Present

Produced and coordinated multiple projects for the company. Scouted locations, cast talent and budgeted finances. Worked as a production manager on sets, overseeing crew members. Picture editor for documentary series.

### The Studio | Event Coordinator/Marketing Team | Ithaca, NY

September 2014 - Present

Planned and coordinated student run pitch events. Coordinated public screenings of The Studio's short films. Designed new marketing tactics to advertise events and screenings.

### Mansfield Cable Access | Intern | Mansfield, MA

July 2012 - August 2014

Worked directly with the head Director of the station, shadowing him on shoots and in meetings.

## TECHNICAL SKILLS

Windows, Mac  
Microsoft Office  
Premiere Pro  
Photoshop  
InDesign  
Final Cut Pro  
Social Media  
Crowd Management Certified