

HANNAH GRACE MCDONNELL

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WORK EXPERIENCE

Juror #2 | Warner Bros. | Production Office | 2023 - 2024

- Production Secretary, Clint Eastwood Film *Juror #2*
- Administrative assistance with studio, production & vendor needs during prep, production, and wrap
- Creation and dissemination of production documents & contracts: sides, call sheets, confidential cast memos, crew memos, scripts, crew/talent travel, schedules, COIs
- Long Term projects include Crew & Vendor List
- Main point of contact for all production questions & calls, crew/cast distribution, packages
- Assistance with departmental crew hiring
- Accounting through Smart PO

Sinking Springs | Apple TV | Production Office | 2022 - 2023

- Office Production Assistant, Ridley Scott Series *Sinking Spring*
- Assistance with departmental needs during prep, office administration, Director Tracking, receipt reconciliation, package distribution, start paperwork, Cashed accounting

Artemis | Apple TV | Assistant Directors | 2022

- Set Production Assistant, Apple TV film *Artemis*

Manhunt | Apple TV | Production Office | 2022

- Office Production Assistant, Apple TV series *Manhunt*
- Management of production needs: coordinating with vendors, communicating with departments/cast, filing & distribution of production documents, rolling phone calls & running errands

Fear of the Walking Dead | Production Office | AMC | 2022

- Office Production Assistant, EPK for AMC *Fear of the Walking Dead*
- Assistance with set management, scheduling, document coordination, note-taking

University of Pennsylvania | Information Systems & Computing | Project Coordinator | 2017 - 2018

- Hired as full-time project coordinator for Internal Operations dept. at conclusion of summer internship
- Projects include management of IO's new Enterprise Command Center, ISC's Mission Continuity efforts
- Tasked with coordination on inter-dept. wide UPenn yearly Disaster Recovery weeklong exercise

EDUCATION

Savannah College of Art and Design | Savannah GA

- Film and Television Major, Class of 2022
- Arts Achievement Scholarship Recipient

American University | Washington D.C.

- School of International Service Program

Germantown Academy | Fort Washington PA

- College Preparatory Program

SOFTWARE

- Scenechronize, Cashed, SyncOnSet, Microsoft Suite Applications, Adobe Suite Applications, Google/Apple Scheduling, Smart P.O.

RECOGNITION

Savannah College of Art and Design, Funding Awards

- *Al Forno*, Senior Thesis Film selected by school's awards department for distribution
- *All Birds: Walk With Nature* Commercial selected by school's awards department for funding

Television Academy – Emmy Awards

- *All Birds: Walk With Nature* Student Emmy Nomination Southeast, Best Writing

University of Pennsylvania ISC, Internship Program

- Exemplary Performance & Leadership Award, ISC Internship Program

References Available Upon Request